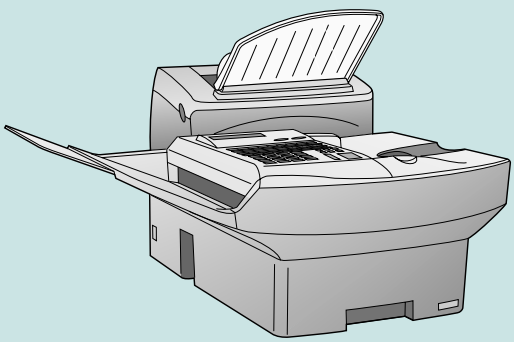
SHARP

MODEL

FO-4500

FACSIMILE

OPERATION MANUAL



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3. BASIC OPERATIONS
4. SPECIAL FUNCTIONS
5. OPTIONAL SETTINGS
6. PRINTING OUT REPORTS AND LISTS
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MAINS PLUG WIRING INSTRUCTIONS

This equipment is fitted with a moulded type mains plug which incorporates a detachable fuse cover, under no circumstances should the plug be used without the fuse cover fitted.

In the unlikely event of the socket outlet in your home not being compatible with the plug supplied, cut off the mains plug and fit an appropriate type observing the wiring code below.

DANGER: The fuse from the cut-off plug should be removed and the plug should be disposed of in a safe manner. Under no circumstances should the cut-off plug be inserted into a socket outlet as a serious electric shock may occur.

If you are not sure how to do this, get help from a qualified electrician.

IMPORTANT

The wires in this mains lead are coloured in accordance with the following code:

GREEN-AND-YELLOW:	**Earth**
BLUE:	**Neutral**
BROWN:	**Live**

As the colours of the wires in the mains lead of this apparatus may not correspond with the coloured markings identifying the terminals in your plug, proceed as follows:
The wire which is coloured **GREEN-AND-YELLOW** must be connected to the terminal in the plug which is marked by the letter **E**, or by the safety earth symbol ⏚ , or coloured green or green-and-yellow.
The wire which is coloured **BLUE** must be connected to the terminal which is marked with the letter **N** or coloured black.
The wire which is coloured **BROWN** must be connected to the terminal which is marked with the letter **L** or coloured red.

This apparatus must be protected by a 13A fuse in the mains plug or distribution board.

"WARNING: THIS APPARATUS MUST BE EARTHED"

This equipment complies with the requirements of Directives 89/336/EEC and 73/23/EEC as amended by 93/68/EEC.
Dieses Gerät entspricht den Anforderungen der EG-Richtlinien 89/336/EWG und 73/23/EWG mit Änderung 93/68/EWG.
Ce matériel répond aux exigences contenues dans les directives 89/336/CEE et 73/23/CEE modifiées par la directive 93/68/CEE.
Dit apparaat voldoet aan de eisen van de richtlijnen 89/336/EEG en 73/23/EEG, gewijzigd door 93/68/EEG.
Dette udstyr overholder kravene i direktiv nr. 89/336/EEC og 73/23/EEC med tillæg nr. 93/68/EEC.
Quest' apparecchio è conforme ai requisiti delle direttive 89/336/EEC e 73/23/EEC, come emendata dalla direttiva 93/68/EEC.
Η εγκατάσταση αυτή ανταποκρίνεται στις απαιτήσεις των οδηγιών της Ευρωπαϊκής Ενωσης 89/336/ΕΟΚ και 73/23/ΕΟΚ, όπως οι κανονισμοί αυτοί συμπληρώθηκαν από την οδηγία 93/68/ΕΟΚ.
Este equipamento obedece às exigências das directivas 89/336/CEE e 73/23/CEE, na sua versão corrigida pela directiva 93/68/CEE.
Este aparato satisface las exigencias de las Directivas 89/336/CEE y 73/23/CEE, modificadas por medio de la 93/68/CEE.
Denna utrustning uppfyller kraven enligt riktlinjerna 89/336/EEC och 73/23/EEC så som kompletteras av 93/68/EEC.
Dette produktet oppfyller betingelsene i direktivene 89/336/EEC og 73/23/EEC i endringen 93/68/EEC.
Tämä laite täyttää direktiivien 89/336/EEC ja 73/23/EEC vaatimukset, joita on muutettu direktiivillä 93/68/EEC.
89/336/EEC : EMC directive 73/23/EEC : Low voltade directive 93/68/EEC : CE Mark regulation

QUICK REFERENCE GUIDE

Note: *Steps which are optional are enclosed in a dotted frame:* [ ]

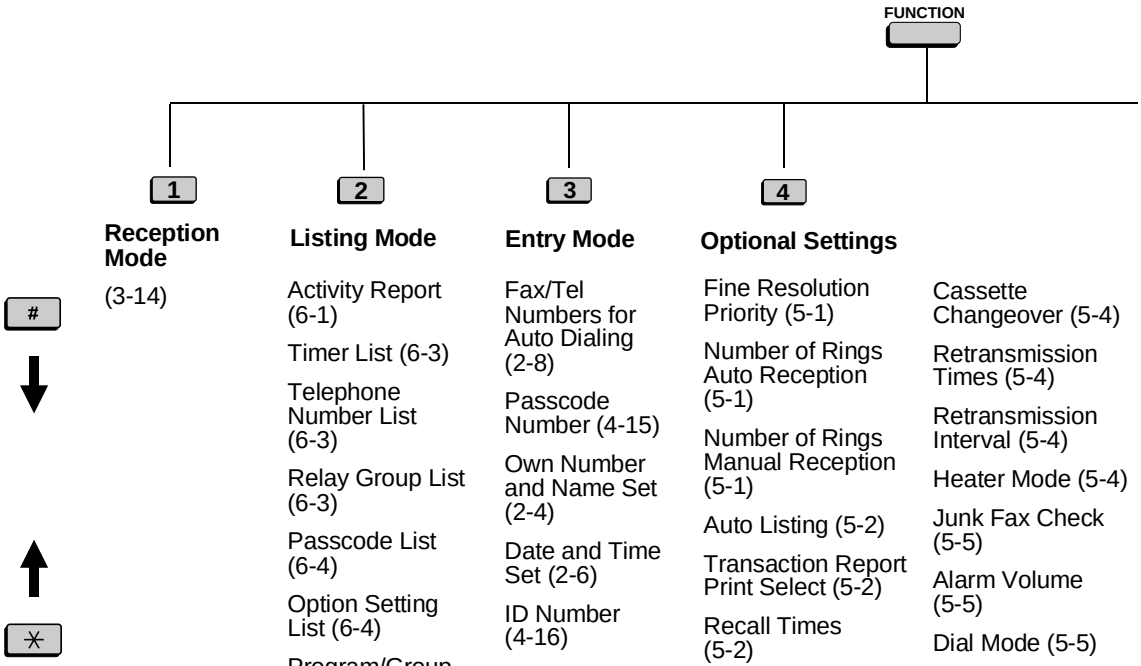
Transmitting documents

Using extension telephone	Load document → [RESOLUTION] → Lift telephone handset → Dial using telephone → Wait for reception tone → START → Hang up
Using SPEAKER key	Load document → [RESOLUTION] → Press **SPEAKER** → Dial (press numeric keys) → Wait for reception tone → START
Direct Keypad Dialing	Load document → [RESOLUTION] → Dial (press numeric keys) → START
Rapid Key Dialing	Load document → [RESOLUTION] → Press Rapid Key
Speed Dialing	Load document → [RESOLUTION] → SPEED DIAL → Enter Speed Dial number (press numeric keys, - if less than 3 digits, press **START** to complete entry) → START
Redialing	Load document → [RESOLUTION] → REDIAL → Wait for reception tone → START

FUNCTION key menu

The following chart shows the layout of the functions and settings accessed by pressing the **FUNCTION** key. First press the **FUNCTION** key, the appropriate numeric key as shown, and then "#" or "✳" until the desired setting appears.

Instructions for making each setting appear in the display. If you have any difficulty, refer to the detailed instructions on the page shown below the setting.



Reception Mode

(3-14)

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- Telephone Number List (6-3)
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- Verification Stamp (5-6)
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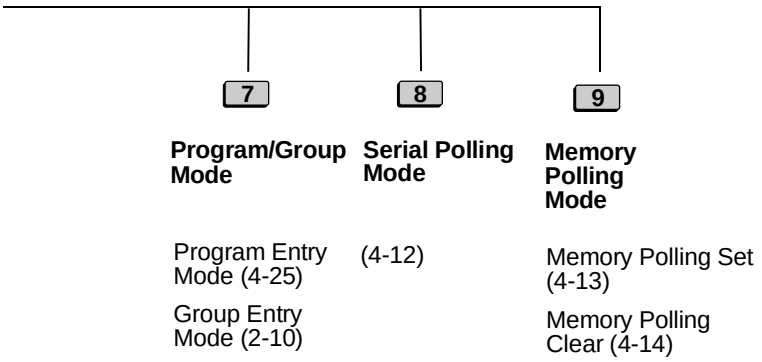
- Receive Unit (5-6)

(Note: The last three settings are only available if activated by your dealer.)


7
8
9
Program/Group Mode
Serial Polling Mode
Memory Polling Mode
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Group Entry Mode (2-10)
(4-12)
Memory Polling Set (4-13)
Memory Polling Clear (4-14)

Notes

INTRODUCTION

Welcome to the FO-4500 and thank you for choosing Sharp! In addition to providing you with the ease and convenience of plain-paper printing, the FO-4500 features a variety of special functions designed to increase the range and power of your communications.

This manual gives you easy-to-follow instructions for installing and using the FO-4500. The Table of Contents will show you where instructions for using each feature are located. Whilst you may not need to read every section in detail at first, we recommend you at least review them briefly.

If you have any questions or problems which cannot be solved by reading this manual, please contact your Sharp dealer.

- Keys, switches, and labels on the machine are indicated in **BOLD** print.
- Messages appearing in the display are indicated in CAPITAL LETTERS.

Caution!!

- Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.

Your Sharp FO-4500 Facsimile Transceiver is approved for connection to the Public Switched Telephone Network (PSTN), it is also approved for connection via a Private Branch Exchange (PBX), and can be used with either Loop Disconnect (LD) or Dual Tone Multi-Frequency (DTMF) signalling.

Your facsimile machine is not suitable as an extension to some payphones or for use on shared service lines.

REN

The Ringer Equivalence Number (REN) of your fax machine is 1.

The total number of instruments that can be connected to an exclusive line is determined by adding the REN values of each instrument. The total should not exceed 4.0. A telephone provided by BT is assumed to have a REN of 1 unless otherwise marked.

Satisfactory ringer operation can not be guaranteed in installations consisting of mixed apparatus types, even if the REN value does not exceed 4.

♦ ***Private branch exchange (PBX) connection***

Your facsimile machine is approved for connection to the Public Telephone Network (PSTN) via compatible PBX systems. Consult your supplier for a list of suitable PBX systems. It cannot be guaranteed that this facsimile machine will operate correctly under all possible conditions of connection to compatible PBX systems.

This facsimile machine has been approved for use of the following facilities:

Tone dialling (DTMF)

Loop disconnect (Pulse dialling)

Memory dialling

Loudspeaking (Call Progress Monitor)

On-hook dialling

Automatic answering

Automatic dialling

Automatic clearing

Last number redial

Time break or Earth recall

Series connection of extension telephone(s)

Any other usage will invalidate the approval of the facsimile if as a result it then ceases to comply with the standards against which approval was granted.

Series connection

When connected via series apparatus, difficulties may occasionally be experienced when making calls to the PSTN and by both parties during telephone conversations. If difficulties are experienced, contact the supplier or maintainer of the series apparatus in the first instance.

While operation may be possible initially, changes to or modernisation of the network taking place in the normal course of events may result in the facsimile equipment being connected to a network service with which it was not designed to be compatible. Failure of the facsimile / series apparatus to work under these circumstances may not be the fault of the network operator.

The voltage drop introduced by your facsimile between the PSTN and the associated apparatus at a current of 40mA d.c. is 2 volts, therefore no additional series equipment may be connected.

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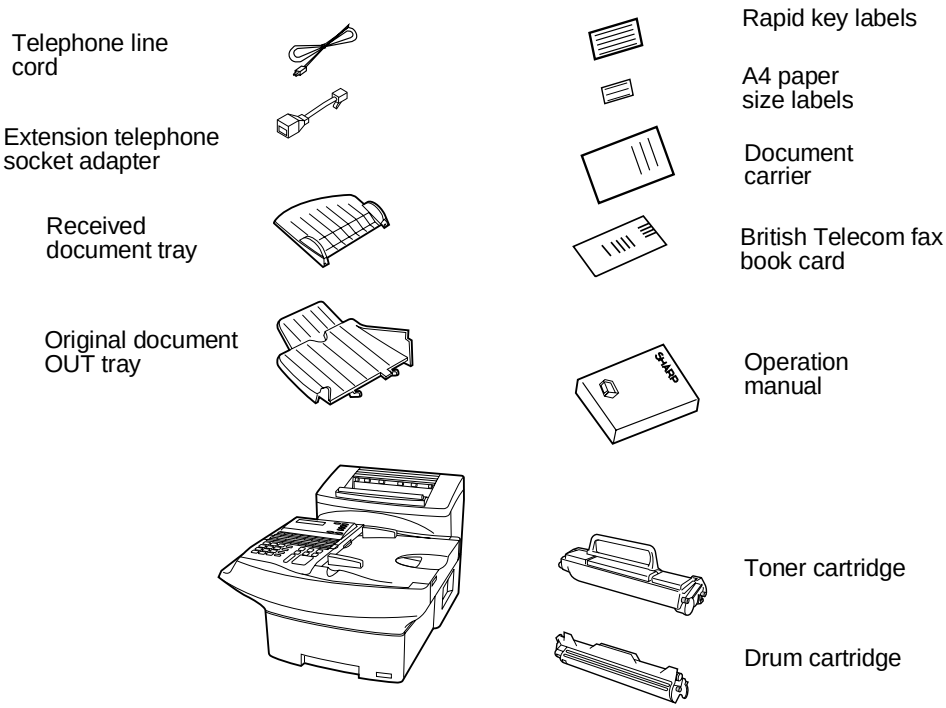
1 INSTALLATION

UNPACKING CHECKLIST

After unpacking your fax, make sure you have all the items shown below. If any are missing, contact your dealer.



Precautions before setting up

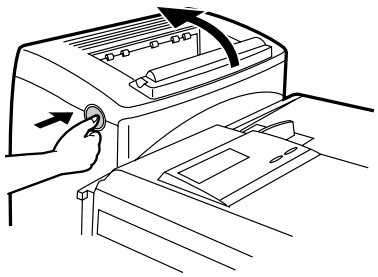
- The printing unit in the fax generates a small amount of ozone during operation. The amount is not large enough to be harmful; however, the fax should only be installed in a ventilated room.
- The fax must be installed on a level surface.
- Keep the fax away from air conditioners, heaters, direct sunlight, and dust.
- If your area experiences a high incidence of lightning or power surges, we recommend that you install surge protectors for the power and telephone lines. Surge protectors can be purchased at most telephone specialty stores.

If the machine is moved from a cold to a warm place, it is possible that condensation may form on the scanning glass, preventing proper scanning of documents for

INSTALLING THE PRINTER CARTRIDGES

The laser printer in your fax creates printed text and images by applying toner to the page with a photoconductive drum. Follow the steps below to install or replace the toner cartridge and the drum cartridge.

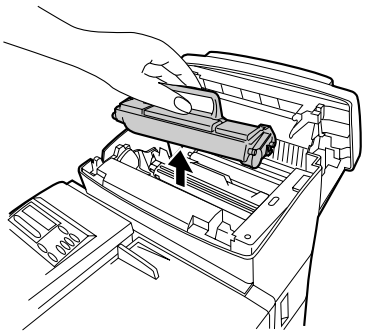
1



Press the button on the side of the printer compartment, and open the printer cover.

- **Caution!** The ribs on the bottom of the inside of the printer cover become very hot during printing. Be careful not to touch them.
- If you are installing the cartridges for the first time, go to Step 4.

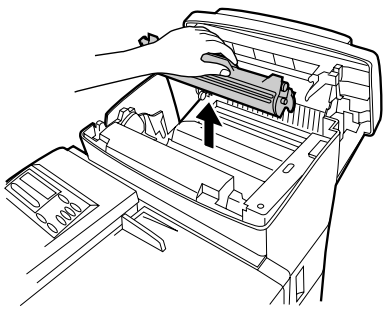
2



If you are replacing the cartridges, grasp the handle on the toner cartridge, and pull the toner cartridge out of the compartment.

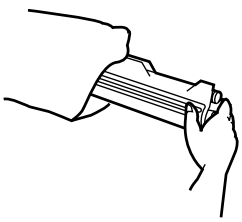
- If you are only replacing the drum cartridge, place the toner cartridge on a piece of paper on a horizontal surface.
- If you are only replacing the toner cartridge, go to Step 6.

3



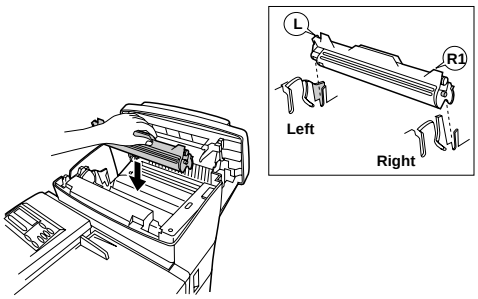
Pull the old drum cartridge out of the compartment.

4



Remove the new drum cartridge from its packaging.

5

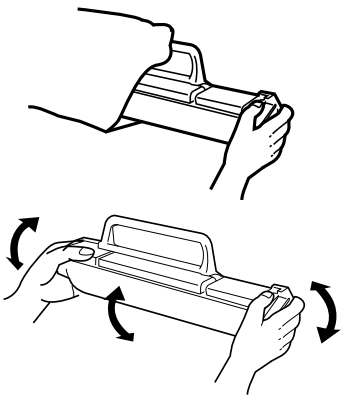


Align the arrowhead on the right side of the drum cartridge (the right side is marked "R") with the arrowhead pointing down which is marked on the right side of the compartment, and insert the cartridge into the compartment so that the ends of the cartridge move along the guides on the sides of the compartment. Make sure the cartridge is set firmly in place.

- Place the old drum cartridge (if you removed one) in the empty drum cartridge bag, seal the bag, and dispose of it in a way that conforms to any local regulations that may exist in your area.

- If you are not replacing the toner cartridge, go to Step 7.

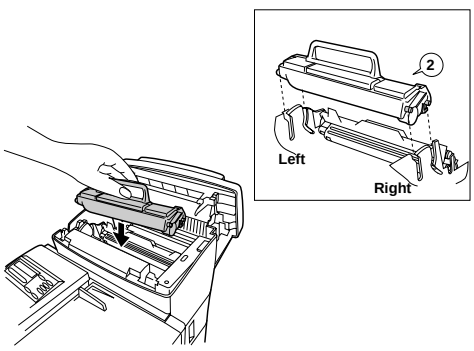
6



Remove the new toner cartridge from its packaging, and shake several times as shown.

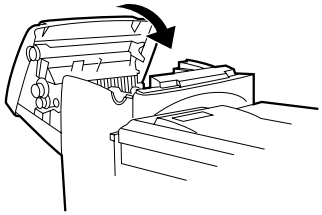
- This ensures that the toner is well distributed inside the cartridge.

7



Hold the handle of the toner cartridge so that the "2" marked on the cartridge is to the right, and insert the cartridge into the compartment so that the two knobs on each side of the cartridge move along the two guides on each side of the compartment. Press the handle down so that the cartridge sets into place.

- Place the old toner cartridge (if you removed one) in the empty toner cartridge bag, seal the bag, and dispose of it in a way that conforms to any local regulations that may exist in your area.

8 

Close the printer cover.

9 LIFE V 2 START

If you replaced the toner cartridge, reset the toner counter by pressing the LIFE key (flip up the Rapid Key overlay if necessary), the "2" key, and the START key.

10 LIFE V 3 START

If you replaced the drum cartridge, reset the drum counter by pressing the LIFE key (flip up the Rapid Key overlay if necessary), the "3" key, and the START key.

Note: *If you ever need to move or ship the fax, remove the toner cartridge and drum cartridge from the fax first.*

Replacing the cartridges

The laser printer in your fax uses the following toner cartridge and drum cartridge. These can be obtained at your dealer or retailer.

FO-45DC TONER CARTRIDGE

FO-45DR DRUM CARTRIDGE

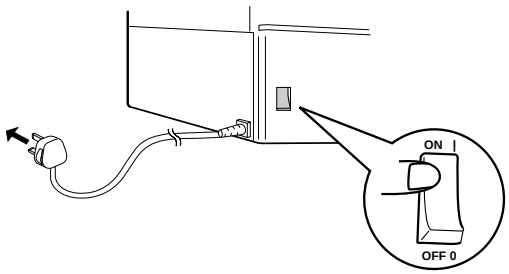
The sample toner cartridge provided with your fax is capable of printing approximately 3700 pages if A4 size paper is used and 4% of each page is covered with toner. The FO-45DC toner cartridge is capable of printing approximately 5600 pages.

When the toner cartridge nears empty (about 100 pages can still be printed), the indicator on the operation panel will begin to blink. When the cartridge is empty, the indicator light will remain on and REPLACE TONER will appear in the display. Replace the toner cartridge as described above.

The drum cartridge is capable of printing approximately 20,000 pages. When the drum cartridge nears the end of its life, the indicator on the operation panel will begin to blink. The indicator will continue to blink until the cartridge life is over, at which point the indicator will remain on and DRUM LIFE OVER will appear in the display. Replace the drum cartridge as described above.

ATTACHMENTS AND CONNECTIONS

Power lead

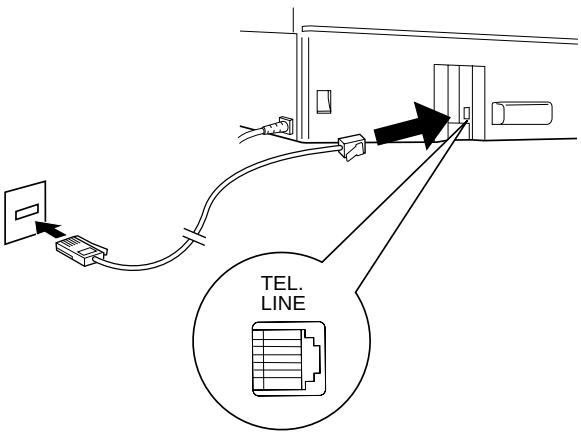


Plug the power lead into a 230 V, 50 Hz, earthed (3-prong) AC outlet.

Press the power switch to turn on the power.

- **Caution:** The mains outlet (socket-outlet) shall be installed near the equipment and shall be easily accessible.
- **Important:** Whenever you unplug the power lead, disconnect the fax machine from the telephone network first.

Telephone line cord



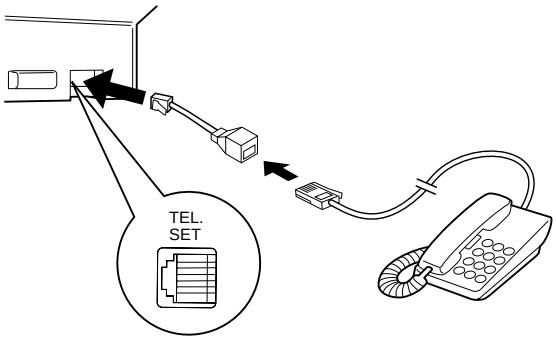
Plug one end of the telephone line into the socket on the fax marked "TEL. LINE". Plug the other end into a new plan telephone wall socket.

- If you do not have a new plan telephone socket, contact your local telephone supplier. Connection to the telephone network must not be hard wired.
- **Eire:** Only the supplied cord should be used. If a longer cord is required, please consult your supplier or servicing agent.

Comments:

- *Your fax is set for tone dialling. If you are on a pulse dial line, you must reset the fax for pulse dialling. This is done by resetting Option Setting 23 as described in Chapter 5, "Optional Settings".*
- *If you are connecting the fax to a PBX, you may need to reset the fax to the appropriate recall mode for the PBX. This is done by setting Option Setting 28 as described in Chapter 5*
- *The facsimile will not ring in response to incoming calls in the absence of mains power to the machine. For this reason it is recommended that the fax is not left as the only telephone instrument on line when in this state.*
- *Your fax cannot be used on a key system without the necessary adaptation of the system. Please consult the installers of the system if this is required.*

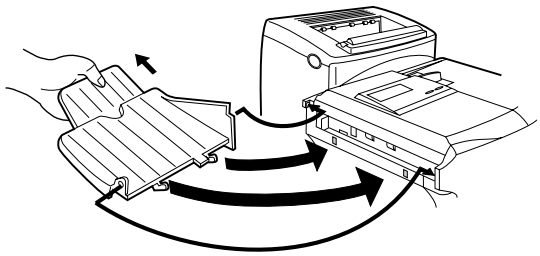
Connecting a telephone



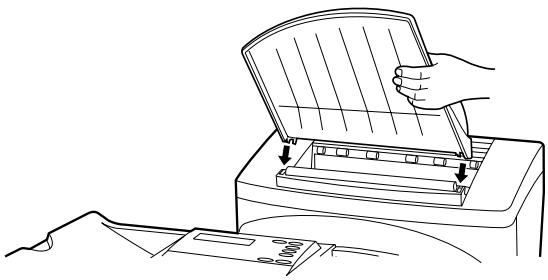
If desired, you can connect a telephone to the fax machine. Insert the end of the line for the telephone into the provided adapter, and then insert the adapter plug into the "TEL. SET" socket on the fax machine.

- The safety status of this socket is TNV, and is provided for the connection of approved telephone equipment only. To ensure continued safety compliance, do not connect any other equipment to this socket.

Trays



Attach the original document OUT tray by inserting the tabs into the holes in the fax as shown.



Attach the received document tray by inserting the tabs into the holes in the fax as shown.

Verification Stamp

Note: *This function is available as an option. Consult your dealer if you wish to use it.*

When transmitting a document, you can have your fax stamp each document page as it is scanned. After scanning, you can check to see if all documents have been stamped to verify that no double feeds occurred. (A double feed is when two pages are fed through the scanner at once, which means that one of the pages is not scanned.) To turn on this function, set Option Setting 30 as described in Chapter 5, "Optional Settings".

Connection to a computer

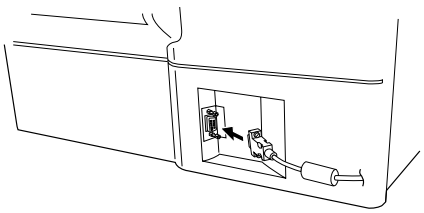
Note: *This function is available as an option. Consult your dealer if you wish to use it.*

If desired, you can connect the FO-4500 to the serial port of any compatible computer. If you have the proper software, this will allow you to perform fax operations from your computer.

Important:

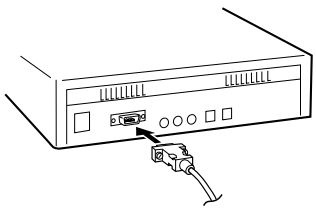
- *Use only the provided PC interface cable to connect your fax to your computer.*

1



Insert the male end of the PC interface cable into the port on the rear of fax as shown. Tighten the attached screws with a screwdriver.

2



Insert the female end of the PC interface cable into the serial (RS-232C) port on your computer. Tighten the attached screws with a screwdriver.

3

Set Option Setting "PC INTERFACE MODE" to YES to enable the PC connection. Set Option Setting "RECEIVE UNIT" to choose whether you want incoming documents to be received in the computer or printed out by the fax.

- The procedure for making these settings is described in Chapter 5, "Optional Settings".

Comments:

- *For information on computer software which can be used with the PC-fax connection, consult your dealer.*
- *If the fax is connected to a computer, there may be occasions when you will not be able to use the operation panel of the fax. On those occasions the message "COMMUNICATING W/ PC" will appear in the fax display.*
- *The safety status of the PC interface port is SELV and is provided only for connection to compatible computer SELV ports. Do not connect any non-SELV equipment to this port.*

LOADING PRINTING PAPER

The paper cassette and the paper tray hold the paper on which received documents are printed. If needed, a second cassette (FO-45A4) is available as an option from your dealer.

The paper cassette can hold 500 sheets of A4-size paper. The paper tray can hold 150 sheets of A4-size paper.

- Your fax has been set at the factory to automatically select the source from which it draws paper. If desired, you can change this setting to give priority to the tray, the upper cassette, or the lower cassette (if you have one) by resetting Option Setting 16 (see Chapter 5, "Optional Settings").

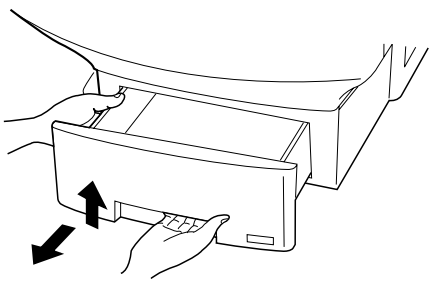
- When paper runs out in the currently used source (cassette or tray), your fax will automatically start drawing from the other source if you have one cassette, or the source set with Option Setting 16 if you have two cassettes. NO PAPER will appear in the display, followed by the empty source in parenthesis. If desired, you can stop changeover to the other source by changing Option Setting 17. In this case, received documents will be stored in memory.

Caution!

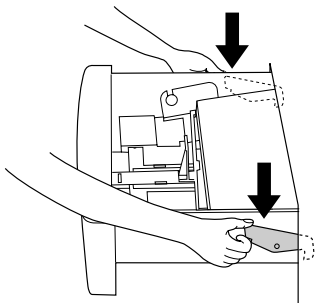
- *Do not use paper which has already been printed on one side by a laser printer or copier.*
- *The underside of the machine is fitted with a plug for connection to the optional second paper cassette. The safety status of this plug is SELV and is provided only for connection to the designated optional cassette unit.*

Loading the paper cassette

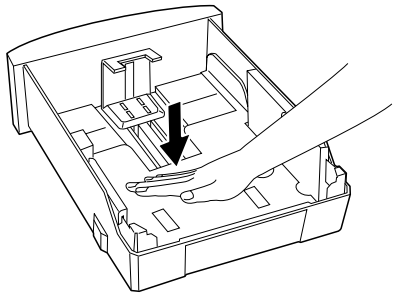
1



Grasp the hand hold on the cassette as shown, lift the cassette slightly, and then pull it out until it stops. Press down on the green levers on each side of the cassette to release it, and then pull it completely out of the fax using both hands.

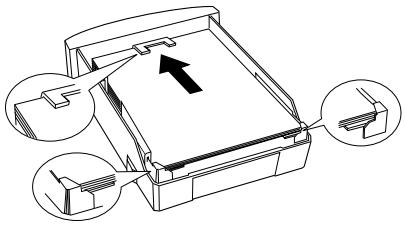


2



Push the pressure plate down until it locks into position.

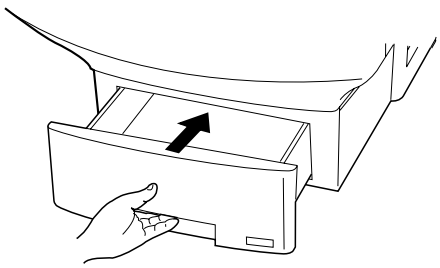
3



Place a stack of paper in the cassette, print side up. Make sure the two far corners of the paper go under the paper holders as shown.

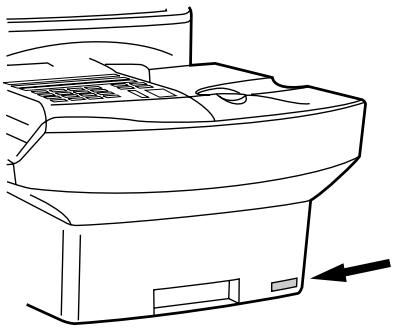
- Make sure the stack of paper is not higher than the tabs at the top of the paper guide. If it is, remove some of the paper.

4



Put the cassette back in the fax.

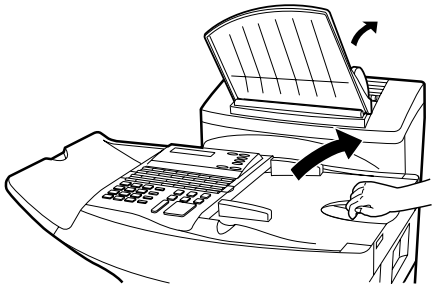
5



If desired, attach an A4 label to the cassette.

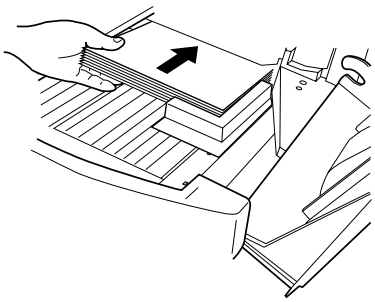
Loading the paper tray

1



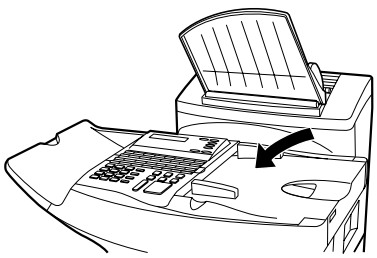
Rotate the received document tray back. Grasp the hand hold on the original document IN tray as shown, and open it.

2



Place the paper in the tray.

3



Close the original document IN tray.

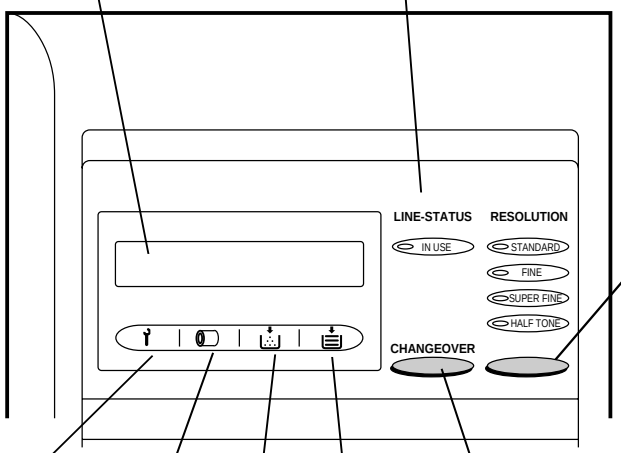
4

If desired, attach an A4 label to the fax as shown.

2 INITIAL SETTINGS

A LOOK AT THE OPERATION PANEL

Before you can begin using your fax, there are some settings which must be made using the keys on the operation panel. First take a moment to familiarize yourself with the operation panel, and then make the settings as described on the following pages.



LINE-STATUS light
This lights when the fax machine or other device sharing the same line is using the telephone line.

Display
This displays various messages during operation and programming.

RESOLUTION key
Press this key to adjust the resolution before sending or copying a document.

Service indicator
This lights when a problem occurs which must be fixed by a service engineer.

CHANGEOVER key
Two types of information appear in the display: prompts related to operations you are performing, and information about how the fax is using the telephone line (transmitting, receiving, etc.). Press this key to switch between the two types of information.

Drum cartridge indicator
This blinks when the drum cartridge nears the end of its life, and lights steadily when the drum cartridge needs replacement.

Paper out indicator
This blinks when one of the paper sources (cassette or tray) is out of paper, and lights steadily when all sources are out of paper.

Toner cartridge indicator
This blinks when toner nears empty, and lights steadily when the toner cartridge needs replacement.

Rapid Dial keys
Press one of these keys to dial a fax number automatically (these keys also serve as letter entry keys when storing a name).

PAGE COUNTER key
Press this key to have a slash and the total number of pages added after each page number on the pages of a transmitted document.

CONTRAST key
Press this key to adjust the contrast before sending or copying a document.

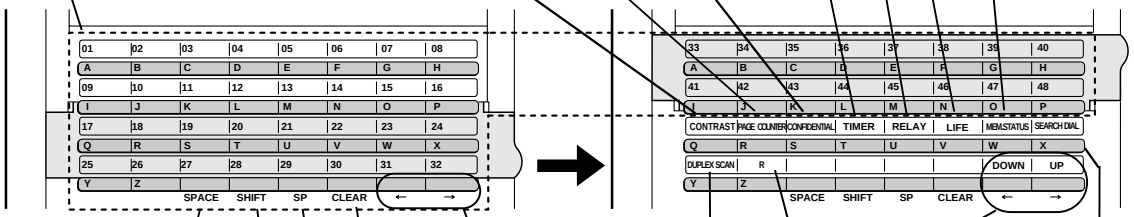
RELAY key
Press this key to send a document to another fax machine and have that machine in turn send the document to a number of end receiving machines.

TIMER key
Press this key to set an operation to be performed automatically at a later time.

CONFIDENTIAL key
Press this key to send or print out a confidential document.

LIFE key
Press this key, followed by the "**1**" key, to check the total number of pages printed by the fax machine.

MEM.STATUS key
Press this key to check the documents that have been scanned into memory for transmission, reception or copying.


01 02 03 04 05 06 07 08
A B C D E F G H
09 10 11 12 13 14 15 16
I J K L M N O P
17 18 19 20 21 22 23 24
Q R S T U V W X
25 26 27 28 29 30 31 32
Y Z
SPACE SHIFT SP CLEAR ← →
33 34 35 36 37 38 39 40
A B C D E F G H
41 42 43 44 45 46 47 48
I J K L M N O P
CONTRAST PAGE COUNTER CONFIDENTIAL TIMER RELAY LIFE MEM.STATUS SEARCH DIAL
Q R S T U V W X
DUPLEX SCAN R DOWN UP
Y Z
SPACE SHIFT SP CLEAR ← →

(Flip up the Rapid Key overlay)

DUPLEX SCAN key
Press this key to transmit or copy two-sided documents.

R key
If you are on a P.B.X. extension, use this key to transfer or put the other party on hold.

SEARCH DIAL key
Press this key to search by name for a number stored for automatic dialling.

CLEAR key
Press this key to clear mistakes when storing names and numbers.

SPACE key
Press this key to enter a space when storing a name.

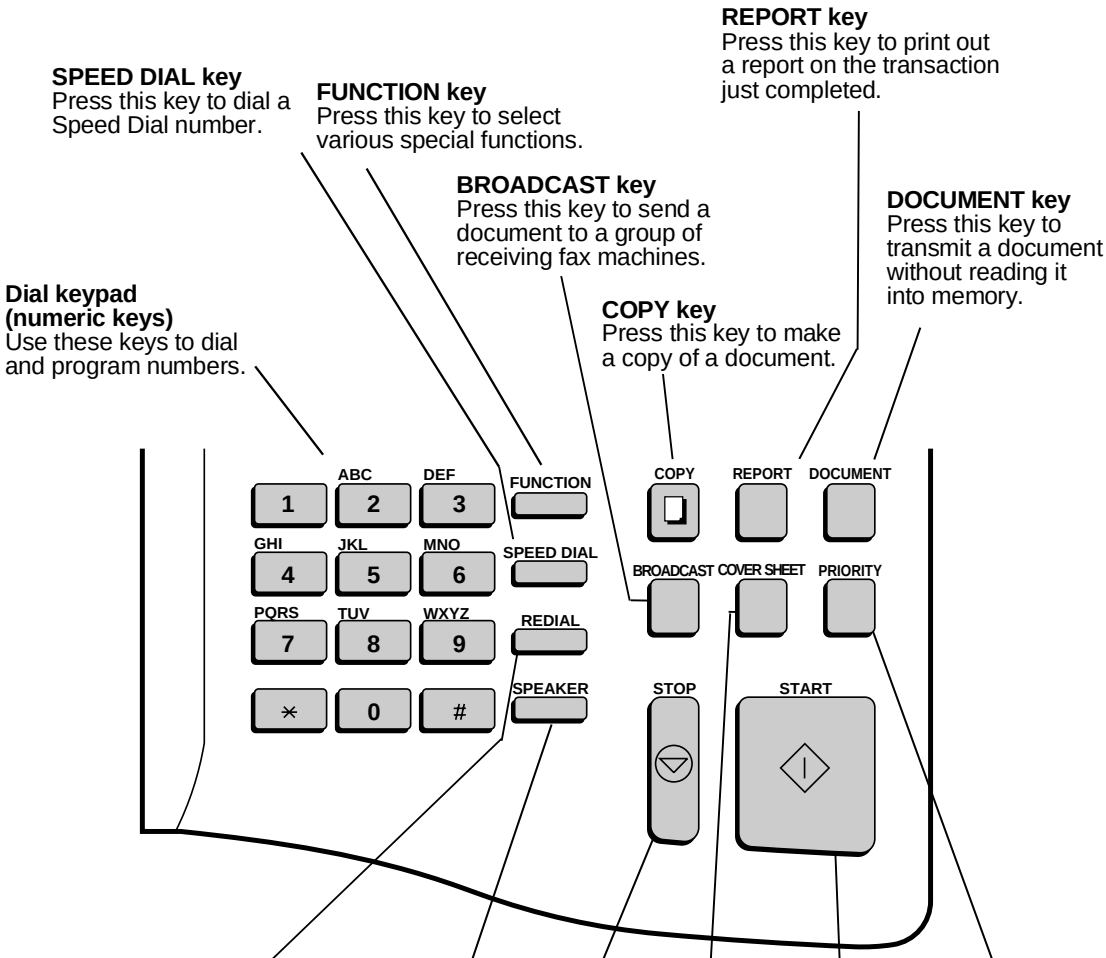
SHIFT key
Press this key to switch between upper and lower case when storing a name.

→ key, ← key
Press these keys to move the cursor forward and backward when storing names and numbers.

UP and DOWN keys
Press these keys to adjust the volume of the speaker when the **SPEAKER** key has been pressed, or the volume of the ringer at all other times.

SP key
Press this key to enter symbols when storing a name.

<P=003>



REPORT key
Press this key to print out a report on the transaction just completed.

SPEED DIAL key
Press this key to dial a Speed Dial number.

FUNCTION key
Press this key to select various special functions.

BROADCAST key
Press this key to send a document to a group of receiving fax machines.

DOCUMENT key
Press this key to transmit a document without reading it into memory.

Dial keypad (numeric keys)
Use these keys to dial and program numbers.

COPY key
Press this key to make a copy of a document.

REDIAL key
Press this key to automatically redial the last number dialled.

PRIORITY key
Press this key when you want to transmit a document ahead of other documents waiting in memory for transmission.

SPEAKER key
Press this key to hear the line and fax tones through the speaker when sending a document.

COVER SHEET key
Press this key to include a cover sheet with a transmitted document.

STOP key
Press this key to stop operations before they are completed.

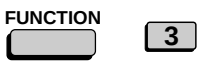
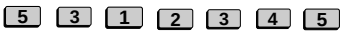
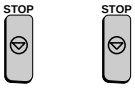
START key
Press this key to send or receive a document.

ENTERING YOUR NAME AND FAX NUMBER

To have your name and fax/telephone number printed at the top of every page you transmit, program them by pressing the panel keys as shown below.

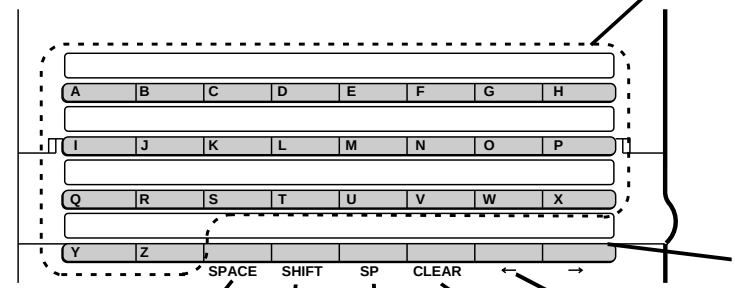
- If you enter an incorrect number or letter, flip the Rapid Key overlay up (if it is down), press the "←" key to move the cursor back to the mistake, and then enter the correct number or letter. (To move the cursor forward, press the "→" key.)

Note: *The fax will not respond if you press the* **FUNCTION** *key while the display shows the telephone line status. Before performing any operations requiring the* **FUNCTION** *key, make sure the display shows the date and time (press the* **CHANGEOVER** *key to switch between the telephone line status and the date and time).*

Step	Press these keys:	Comments
1		"ENTRY MODE" will appear in the display.
2		"OWN PASSCODE SET" will appear in the display. Note that instead of pressing "**3**", you can press "#" or "✱" to scroll through the settings in ENTRY MODE until "OWN PASSCODE SET" appears, and then press the **START** key to select it.
3	 (Example)	Enter your fax number (max. of 20 digits) by pressing the numeric keys. (To insert a space between digits, press the "#" key. To insert a "+", press the "✱" key.)
4		
5	(Example: "SHARP")	Flip the Rapid Key overlay down (if it is up), and enter your name by pressing the appropriate keys as shown on the following page. (Maximum of 24 characters.)
6		
7		Press the **STOP** key twice to return to the date and time display.

ENTERING LETTERS FOR NAMES

Names are programmed by pressing the letter entry keys (if the Rapid Key overlay is up, first flip it down). To enter a letter, press the key on which the letter is marked. The letter will appear in the display.



Letters
To enter a letter, press the key on which the letter is marked.

Cursor right
Press this key to move the cursor to the right.

Cursor left
Press this key to move the cursor to the left.

Delete
Press this key to delete the letter highlighted by the cursor (if the cursor is to the right of the last letter entered, it will backspace and delete the last letter).

Symbols
Press this key repeatedly until the desired symbol appears (see the symbol list below).

Space
Press this key to enter a space.

Shift
Press this key once to change case (press it again to change back).

Comments:

- *To change a letter, move the cursor to that letter and enter the desired letter. The new letter will replace the old one.*
- *To enter a number as part of a name, press the appropriate numeric key on the telephone dial keypad.*

Symbol list

To enter a symbol from the list below, press the "**SP**" key repeatedly until the desired symbol appears. (Note: To enter two symbols in a row, press the → key after you enter the first symbol.)

! " # $ % & ' ( ) + , - / : ; < = > ? [¥] ^ _ { | }→ ← @ .

SETTING THE DATE AND TIME

The date and time appear in the display, on reports, at the top of each page you transmit, and are also used for timer operations. Set the date and time by pressing the keys on the operation panel as shown below.

- To correct a mistake, press the **STOP** key to move the cursor back to the mistake, and then enter the correct number.
- The time setting will change automatically at the beginning and end of summertime.

Step	Press these keys:	Comments
1	FUNCTION 3	"ENTRY MODE" will appear in the display.
2	4	"DATE & TIME SET MODE" will appear in the display.
3	0 5 (Example)	Enter the day of the month (2 digits: "01" to "31").
4	0 1 (Example: January)	Enter the month (2 digits: "01" for January, "02" for February, "12" for December, etc.).
5	9 7 (Example: 1997)	Enter the last two digits of the year.
6	1 0 2 5 (Example: 10:25)	Enter a 2-digit number for the hour ("00" to "23") and a 2-digit number for the minute ("00" to "59").
7	START	The clock will now start.

STORING NUMBERS FOR AUTOMATIC DIALLING

Automatic dialling is a quick and convenient way of dialling which is done by either pressing a Rapid Key (Rapid Key Dialling), or pressing the **SPEED DIAL** key and entering 1-, 2-, or 3-digit number (Speed Dialling).

To use Automatic Dialling, you must first store the full number in your fax. You can choose whether to store it in a Rapid Key or assign it to a Speed Dial number. It is usually convenient to store your most frequently dialled numbers in Rapid Keys.

- **Rapid Key Dialling:** You assign a full fax number to a Rapid Key. You can also store a name, and a back-up fax number which is automatically dialled if the first fax number is busy. 48 Rapid Keys are available.
- **Speed Dialling:** You assign a full fax or voice number to a 3-digit Speed Dial number. You can also store a name. 100 Speed Dial numbers are available.

Chain Dialling for area and access codes

You can also store an area code or access code as an automatic dialling number. Store the code as a Rapid Key or Speed Dial number as described on the following page, and press "1" in Step 9 to specify it as a Chain Dialling number.

When you dial that number (the area or access code), the fax will wait for you to dial the remainder of the number (you can dial the remainder of the number by pressing a Rapid Key, by pressing the Speed Dial key and entering a Speed Dial number, or by pressing numeric keys). Note that the remainder of the number should **not** be specified as a Chain Dialling number if you store it for Rapid Key or Speed Dialling.

- The maximum number of digits which can be dialled at one time by Chain Dialling is 50.

Storing numbers

Comments:

- *You may need to add a pause between certain digits to allow time for connection. For example, if you are on a PBX telephone system that requires an access number to be dialled (such as "9") for an outside line, you may need to enter a pause between the access number and the number of the receiving fax machine.*
- *Pauses are entered by pressing the* **REDIAL** *key, and several can be entered in a row if necessary. The first pause entered gives a time delay of about 4 seconds, and subsequent pauses give delays of 0.9 seconds each. The total duration of pauses entered for any one fax or voice number cannot exceed 11 seconds.*
- *To confirm that Automatic Dialling numbers have been stored correctly, print out the Telephone List. The procedure for doing this is described in Chapter 6, "Printing out Reports and Lists".*
- *To enter letters for names or correct a mistake, see "Entering letters for names" in this chapter.*

Step	Press these keys:	Comments
1	FUNCTION 3	"ENTRY MODE" will appear in the display.
2	1	"FAX/TEL # MODE" will appear in the display.
3	1	Select SET.
4	1 / A (Example)	To store a Rapid Key number, press a Rapid Key (to select Rapid Keys 33 through 48, flip the Rapid Key overlay up). To store a Speed Dial number, press **SPEED DIAL** and then press up to 3 numeric keys ("1" to "100"). (If you press less than 3 numeric keys, press **START** to complete the entry.)
5	5 4 ... 0 (Example)	Enter the fax number (max. of 34 digits including pauses) using the numeric keys.
6	START	
7	S H ... P (Example)	Enter the name of the location or party by pressing the letter entry keys as described in "Entering Letters for Names" in this chapter (max. of 20 characters). If you don't want to enter a name, skip this step.
8	START	
9	1 or 2	Press "**1**" if you want to specify the number as a Chain Dialling number (see the beginning of this section). Otherwise, press "**2**" or **START**. If you pressed "**1**" or are storing a Speed Dial number, go to Step 14. (Note: If you specify a Rapid Key number as a Chain Dial number, you cannot enter a back-up fax number.)
10	5 4 4 ... 5 (Example)	Enter a full back-up fax number. If you don't want to enter a back-up number, go to Step 13.
11	START	

<P=003>

12	S H ... P (Example)	Enter a name for the back-up number (max. of 20 letters). If you don't want to enter a name, skip this step.
13	START	
14	Step 4 or STOP	Return to Step 4 to store another number, or press **STOP** to exit. If the number is a Rapid Key number, you can write the name on the label above the appropriate Rapid Key.

Clearing numbers

Note: *You cannot clear a number if it is used in a program or timer operation, if it is used to specify the relay fax machine in a relay group, or if it is included in a Group Key. First clear the number from the operation or group, then perform the following clearing procedure. To check where the number is used, print out the Program/Group List, the Timer List, and/or the Relay Group List as described in Chapter 6.*

Step	Press these keys:	Comments
1	FUNCTION 3 1	"FAX/TEL. # MODE" will appear in the display.
2	2	Select CLEAR.
3	1 A (Example)	To clear a Rapid Key number, press the appropriate Rapid Key. To clear a Speed Dial number, press **SPEED DIAL** and then enter the number with the numeric keys. (If you enter less than 3 digits, press **START** to complete the entry.)
4	START	
5	Step 3 or STOP	Return to Step 3 to clear another number, or press **STOP** to exit.

Making changes

To make changes in a number previously stored, repeat the storing procedure. Select the code number for which you want to make changes in Step 4, and then change the number(s) and/or name(s) when they appear in the display (Steps 5, 7, 10 and 12). Changes are made as described in "Entering Letters For Names" in this chapter.

Storing Numbers in Group Keys

Group Keys allow you to dial a group of fax numbers automatically by simply pressing the appropriate Group Key once. Group Keys are convenient for the Broadcasting and Serial Polling functions, which are used to transmit to or receive from a group of other fax machines.

Any Rapid Key which is not already programmed as a Rapid Key or Program Key can be used as a Group Key. To program or clear a Group Key, follow the steps below.

- Up to 147 fax numbers can be stored in one Group Key.
- Only Rapid Keys and Speed Dial numbers (excluding numbers specified as Chain Dialling numbers) can be stored in a Group Key. No full numbers can be stored.

Step	Press these keys:	Comments
1	FUNCTION 7	"PROGRAM/GROUP MODE" will appear in the display.
2	2	"GROUP ENTRY MODE" will appear in the display.
3	1 or 2	Press "**1**" (SET) to program a Group Key, or "**2**" (CLEAR) to clear a Group Key.
4	2 B (Example)	Press any Rapid Key not already being used to select it as a Group Key. If you are clearing a Group Key, press it and go to Step 6.
5	1 A, 2 B, ... 3 C SPEED DIAL 1 START (Example)	Enter fax numbers using one or both of the following methods: • Press one or more Rapid Keys. • Enter one or more Speed Dial numbers with the numeric keys, pressing **SPEED DIAL** before each number (if you enter less than 3 digits for a number, press **START** to complete the entry).
6	START	
7	Step 4 or STOP	Return to Step 4 to enter another number, or press **STOP** one or more times until you return to the date and time display.

VOLUME ADJUSTMENT

You can adjust the volume of the speaker and ringer using the **UP** and **DOWN** keys on the operation panel (flip up the Rapid Key overlay to access the keys).

Speaker

The speaker has three volume levels: HIGH, MIDDLE, and LOW. To adjust the volume of the speaker, press the **SPEAKER** key and then press the **UP** or **DOWN** key until the desired level appears in the display. Press the **STOP** key again to turn the speaker off.

Ringer

The ringer has four volume levels: HIGH, MIDDLE, LOW, and OFF. To adjust the volume of the ringer, press the **UP** or **DOWN** key until the desired level appears in the display (make sure the **SPEAKER** has not been pressed). The fax will ring at the new volume level each time you change the level. If you select OFF, press the **START** key to confirm your selection.

Notes

3 BASIC OPERATIONS

SENDING DOCUMENTS

Transmittable documents

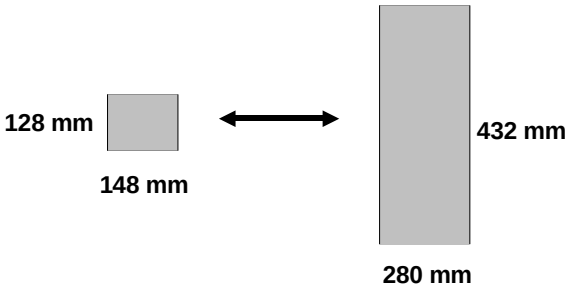
Your fax can transmit most standard office documents. Specific guidelines are as follows:

Size and weight

The size and weight of documents which you can load in the document feeder depend on whether you load one sheet at a time or several sheets at once.

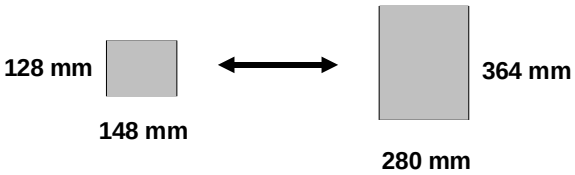
One sheet at a time:

52 g/m^2 ⟷ 157 g/m^2



Several sheets at once:

52 g/m^2 ⟷ 80 g/m^2



Note: *The area of the document which is scanned by the fax is slightly smaller than the actual document size. Any letters or graphics outside this area cannot be transmitted.*

Scanning width:	216 mm for documents up to 226 mm wide. Maximum of 256 mm for documents 226 mm to 280 mm wide when reduced automatically (see following note).
Scanning length:	The length of the sheet minus 4 mm from both the top and bottom edges.

Note: *When sending a document wider than 226 mm, your fax will automatically reduce the width of the image transmitted to 203 mm. If the document contains fine print or graphics, the copy which the receiving party obtains may be difficult to read due to the size reduction. This function is automatically disabled if the printing width of the receiving machine is greater than or equal to the width of the document.*

Other restrictions

- Documents written in yellow, greenish yellow, or light blue ink cannot be transmitted, as the scanner does not recognise these colours.
- Ink, glue, and correcting fluid on documents must be dry before they pass through the document feeder.
- All clips, staples, and pins must be removed from documents before transmission. If these are not removed, they may damage the fax.
- Patched or taped documents should be photocopied, and the copy used for transmission.

When to use the document carrier

The document carrier gives you a means of sending certain documents which cannot otherwise be loaded into the feeder. Use it for the following types of documents:

- Documents which are torn.
- Documents smaller than the minimum size.
- Carbon-backed documents (insert a sheet of white paper between the carbon back of the document and the document carrier).
- Documents which are easily smudged.

Instructions for using the document carrier are provided in the document carrier.

Note: *If the document carrier is dirty, clean it with a soft cloth moistened with water. Make sure it has dried completely before using it for transmission.*

Dual access

The FO-4500 features full dual access, which means that you can load a document and dial even when the fax is occupied with another operation. After you dial (when you use automatic dialling), your document will be immediately scanned into memory and then transmitted once all previously set operations have been completed.

If more than one document has been scanned into memory for transmission, the documents will be transmitted in the order in which they were scanned. If you have an urgent transmission and do not want to wait until previously scanned documents are transmitted, you can press the **PRIORITY** key after loading your document. Your document will be transmitted immediately after the current document has completed transmission.

If you don't want the document to be transmitted from memory, you can press the **DOCUMENT** key after loading the document. In this case, the document will not be scanned until the fax completes all previously set operations and the connection to the receiving party is made. (To transmit the document ahead of any documents waiting in memory for transmission, press the **PRIORITY** key.)

The FO-4500 can hold approximately 50 pages of average content in memory. Less pages can be held if any were scanned using fine or halftone resolution. A variety of memory add-on options are available from your dealer if you need to expand memory.

- The amount of memory currently occupied appears as a percentage ("M:00%") in the display.

If the memory becomes full...

If the memory becomes full while the document is being scanned, MEMORY FULL will appear in the display. If Option Setting 24 (Quick on-line) is set to YES, the transmission will be cancelled and you will need to retransmit all pages of the document. (If a page remains in the scanner, open the operation panel by squeezing the release marked "**PULL OPEN**" and remove it.) If Option Setting 24 is set to NO, press the **START** or **STOP** key as follows:

- Press the **START** key if you want to transmit the pages which have been stored up to that point in memory. The remaining pages will be ejected from the feeder. After transmission, the memory will be cleared and you can transmit the remaining pages. You will also need to transmit the page which was being scanned when the memory filled up.

- Press the **STOP** key if you want to cancel the entire transmission.

If you do not press the **START** key or the **STOP** key within one minute, the transmission will be cancelled and the pages already scanned cleared from memory. You will need to retransmit all pages of the document.

Memory Retransmission

If a line error or power failure occurs during any type of memory transmission, your fax will automatically redial the number and attempt to complete the transmission. Retransmission will begin from the page which was being transmitted when the error occurred.

Your fax has been set at the factory to make 2 attempts at retransmission, with each attempt made 5 minutes after the previous attempt. If desired, you can change the number of attempts by changing Option Setting 18, and change the interval between each attempt by changing Option Setting 19. See Chapter 5, "Optional Settings".

- To stop retransmission, press the **STOP** key.

- The numbering of pages retransmitted will begin from "1" again.

- If the error or power failure occurs during transmission of a cover sheet, retransmission will not take place.

Checking documents in memory

To display information on the documents that are waiting in memory for transmission, follow the steps below. You can also cancel a transmission with this procedure.

Step	Press these keys:	Comments
1	MEM.STATUS W 2	Press the **MEM.STATUS** key (flip up the Rapid Key overlay if necessary) and the "**2**" key. "TX STATUS" will appear in the display.
2	# or ✳	Press the "#" key or the "✳" key to scroll through the list of transmissions. The name (or number) of each receiving party will appear in the display, together with the 3-digit memory number assigned to the transmission. To cancel a transmission, press the **CLEAR** key and then the **START** key while the transmission appears in the display.
3	STOP STOP	When you have finished checking the list, press the **STOP** key twice to exit.

If desired, you can also print out a list of the documents waiting in memory for tranmission. To do so, press the **MEM.STATUS** key and then the "**5**" key.

To cancel a memory transmission

If you know the memory number assigned to a memory transmission, you can cancel it with the following procedure. (If you don't know the memory number, use the procedure above.)

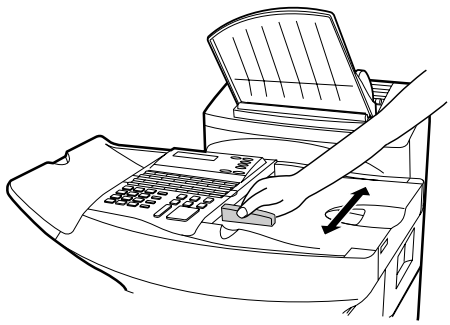
Step	Press these keys:	Comments
1	MEM.STATUS W 4	Press the **MEM.STATUS** key (flip up the Rapid Key overlay if necessary) and the "**4**" key. "MESSAGE CLEAR" will appear in the display.
2	0 0 1 (Example)	Enter the 3-digit memory number assigned to the transmission you want to cancel.
3	START	Press the **START** key to cancel the transmission.

Loading the document

Up to 50 pages can be placed in the feeder at one time. The pages will be automatically fed into the fax starting from the page on the bottom.

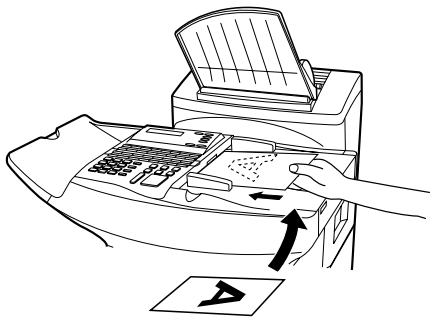
- If you need to send or copy more than 50 pages, place the additional pages gently and carefully in the feeder just before the last page is scanned. Do not try to force them in, as this may cause double-feeding or jamming.
- If your document consists of several large or thick pages which must be loaded one at a time, insert each page into the feeder as the previous page is being scanned. Insert gently to prevent double-feeding.

1



Adjust the document guides to the width of your document.

2



Place the document face down on the document feeder and push it gently into the machine. The top edge of the document should enter first.

- SEND READY will appear in the display.
- If desired, press the **PRIORITY** key to send the document ahead of other documents waiting in memory for transmission, and/or the **DOCUMENT** key to send the document without reading it into memory.

3

You can now either make optional transmission settings as described on the following page, or dial the other party as described in the following section, "Dialling and transmission".

<P=006>

Optional transmission settings

If desired, there are several transmission settings which are possible before dialling and transmitting the document.

Note: *To make the settings, the document must first be loaded in the feeder.*

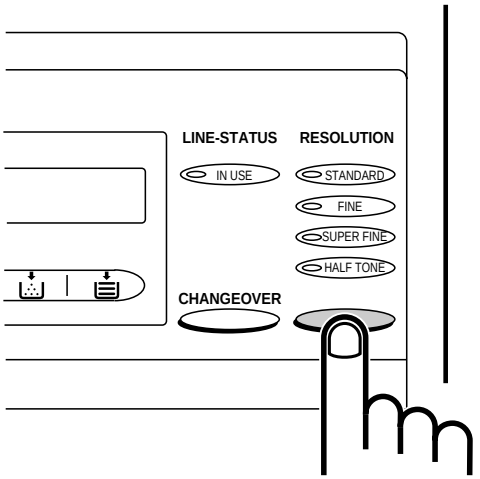
Resolution

Your fax has 4 resolution settings:

STANDARD:	Use STANDARD for ordinary documents. This setting gives you the fastest and most economical transmission.
FINE:	Use FINE for improved reproduction, especially with documents containing small letters or fine drawings.
SUPER FINE:	Use SUPER FINE when you need the highest quality of reproduction.
HALF TONE:	Use HALF TONE for photographs and illustrations. The original will be reproduced in 64 shades of grey.

If you do not make a setting, the machine will automatically send the document in STANDARD.

- In order to transmit with FINE or SUPER FINE resolution, the receiving fax machine must also have that resolution. If it doesn't, the next best available setting will be used.

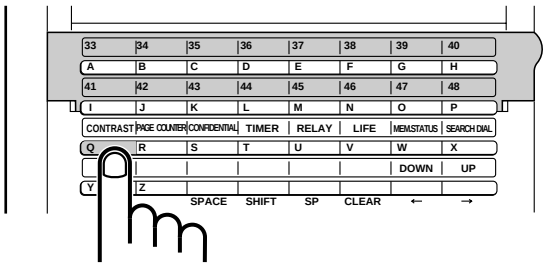


To change the setting, press the RESOLUTION key one or more times until the indicator light next to the desired setting comes on.

<P=007>

Contrast

The contrast is normally set to AUTO, which means that the machine automatically controls the contrast. However, for very light documents you can change the setting to DARK, and for documents with a dark background you can change the setting to LIGHT.


33 34 35 36 37 38 39 40
A B C D E F G H
41 42 43 44 45 46 47 48
I J K L M N O P
CONTRAST PAGE COUNTER CONFIDENTIAL TIMER RELAY LIFE MEMSTATUS SEARCH DIAL
Q R S T U V W X
DOWN UP
Y Z
SPACE SHIFT SP CLEAR ← →

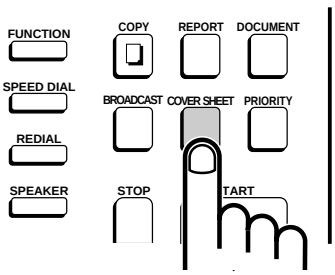
Flip up the Rapid Key overlay if necessary and press the CONTRAST key one or more times until the desired setting appears in the display.

- The contrast setting appears in parentheses after the resolution setting.

Cover Sheet

You can have your fax generate a cover sheet and send it as the last page of the transmission. The cover sheet includes the date and time, the sender's name and number, and the receiver's name and number if an automatic dialling number is used. The total number of pages sent is indicated on the bottom.

- ♦ Your name and number must be programmed in order for them to appear on the cover sheet. (See "Entering Your Name and Fax Number" in Chapter 2.)
- ♦ Cover Sheet cannot be selected when you use the Relay Request Function.



To send a cover sheet, press the COVER SHEET key.

If desired, you can set your fax to automatically send a cover sheet with every transmission (you do not have to press the **COVER SHEET** key each time). This is done by setting Option Setting 10 to YES as described in Chapter 5.

Batch Page Numbering (Page Counter)

This setting is used to change the page numbering of the transmitted document from simple numbering ("P.1", "P.2", etc.) to batch numbering, which means that a slash and the total number of pages being sent are added after each page number (for example, "P. 1/5", "P.2/5", etc.). This allows the receiver to check for any missing pages.

- If you are sending a cover sheet, **do not** include the cover sheet in the total number of pages. Your fax will adjust the number to include the cover sheet automatically.
- If you need to cancel a batch number entry, remove the document from the feeder or press the **STOP** key.
- If transmission does not take place within one minute after entering the batch number, the setting will be cancelled.
- If the number of pages actually transmitted does not coincide with the batch number entered, the alarm will sound and PAGE COUNT ERROR will appear in the display. "PAGE E." will also appear in the "NOTE" column of the Transaction Report if it has been set to print out.

Step	Press these keys:	Comments
1	PAGE COUNTER R	"ENTER # OF PAGE(S)" will appear in the display.
2	1 3 (Example)	Enter the total number of pages (2 digits - "01" to "99") by pressing the numeric keys.

Dialling and transmission

Once you have loaded the document and made any desired contrast/resolution settings, you are ready to dial the number of the receiving fax machine and transmit the document. There are several ways of dialling, and you can select the one which best suits your needs.

Normal Dialling

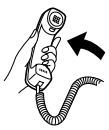
With Normal Dialing, you press the **SPEAKER** key and dial using the numeric keys. You will be able to hear the line and fax tones from the other machine through the speaker, allowing you to confirm the reponse of the other machine. Note that if a person answers your call vocally, you will not be able to use an extension phone connected to the same line to speak with them.

You can also pick up the handset of an extension phone connected to the same line and dial using the extension phone (**do not** press the **SPEAKER** key on the fax). In this case, you will be able to speak with the other party if they answer personally. When you are ready to send a fax, press the **START** key on the fax machine and then hang up the extension phone.

- When using Normal Dialling, you do not have to load the document before dialling. You can also load the document and make transmission settings after completing Step 2 below.

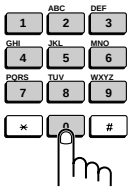
1

or



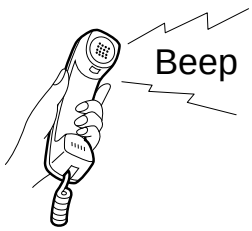
Press the SPEAKER key on the fax or pick up an extension phone. Listen for the dial tone.

2



Dial the number of the receiving machine pressing the number keys on the fax if you pressed the SPEAKER key, or by dialling on the extension phone if you are using an extension phone.

3

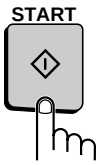


Wait for the connection. Depending on the setting of the receiving machine, you will either hear a facsimile reception tone or the other person will answer.

- If you are using an extension phone and a person answers, ask them to press their Start key. This causes the receiving machine to issue a reception tone.

<P=002>

4



When you hear the reception tone, press the START key on your fax. Hang up the extension phone if you used one.

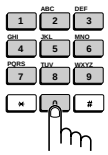
- When transmission is completed, the fax will beep once.

Direct Keypad Dialling

If you do not need to talk with the other party before sending the fax, you can just dial; it isn't necessary to operate the extension phone or press the **SPEAKER** key.

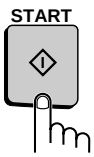
- Direct Keypad Dialling is a form of automatic dialling, so if you need to insert a pause between any digits of the number, press the **REDIAL** key. (For more information on pauses, see "Storing Numbers for Automatic Dialling" in Chapter 2.)
- When using Direct Keypad Dialling, you do not have to load the document before dialling. You can load the document after completing Step 1 below.

1



Enter the number of the receiving machine by pressing the numeric keys.

2

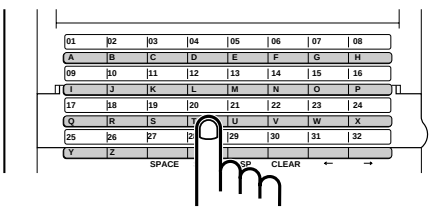


Check the display. If the number of the receiving machine shown is correct, press the START key.

- If it is not correct, press the **STOP** key to backspace and clear one digit at a time, and then re-enter the correct digit(s).

Rapid Key Dialling

If the number you want to dial has been stored as a Rapid Key number (see "Storing Numbers for Automatic Dialling" in Chapter 2), you can dial it by pressing the appropriate Rapid Key.



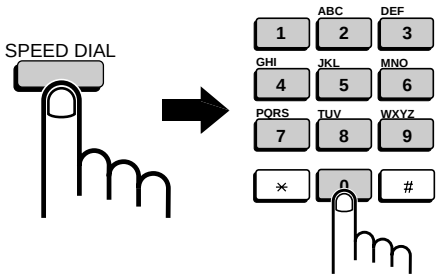
Press the appropriate Rapid Key.

- The name of the receiving party will appear in the display. If no name was stored, the fax number will appear. (If the name or number is incorrect, press the **STOP** key.)
- The document will be automatically transmitted once the connection is made.

Speed Dialling

If the number you want to dial has been stored as a Speed Dial number, you can dial it by pressing the **SPEED DIAL** key and then entering the Speed Dial number (see "Storing Numbers for Automatic Dialling" in Chapter 2).

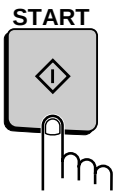
1



Press the SPEED DIAL key and then enter the Speed Dial number by pressing the numeric keys.

- If you enter less than 3 digits for the Speed Dial number, press the **START** key to complete the entry.

2



Check the display. If the name or number shown is correct, press the START key. (If not, press the STOP key and then repeat Step 1.)

Chain Dialling

An automatic dialling number set for Chain Dialling (see "Storing Numbers for Automatic Dialling" in Chapter 2) can be combined with another automatic dialling number or digits entered manually with the numeric keys to dial one phone number up to 50 digits long. The following are some examples of how this can be done:

- ♦ Press appropriate Rapid Keys in the proper order. For example, press Rapid Key 01, then Rapid Key 02.
- ♦ Press a Rapid Key and then manually enter a number by pressing appropriate numeric keys. Press the **START** key after the final numeric key to begin transmission. (Use this method, for example, when you have stored a long distance access code into a Rapid Key, and want to dial this in combination with a number which hasn't been stored as an automatic dialling number.)

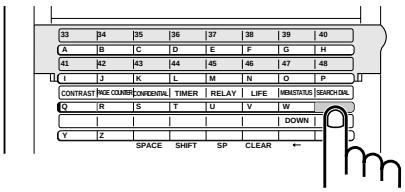
<P=004>

Using the SEARCH DIAL key

If you don't remember the Rapid Key or Speed Dial number in which you have stored a particular fax number, you can search for the number by following the steps below. Once you have found the number, you can dial it and transmit the loaded document by simply pressing the **START** key.

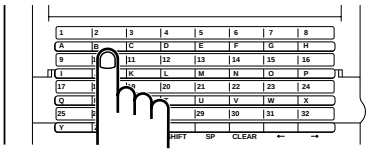
Note: *Only names programmed for automatic dialling numbers will appear when you search; the full numbers themselves will not appear. You cannot search for a number if a name has not been associated with it.*

1



Press the SEARCH DIAL key (flip up the Rapid Key overlay).

2

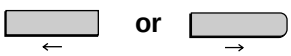


(Example: "B")

Enter the first letter of the stored name by pressing the appropriate letter entry key (flip down the Rapid Key overlay).

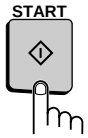
- If you don't remember the first letter, go to Step 3 (you will scroll through the list from the beginning).

3



Press the → or the ← key to scroll through the names. Stop when the desired name appears in the display.

- If no numbers have been stored under the entered letter or you have reached the end of the list, NOT FOUND will appear.

4 

Press the START key. The document will be automatically transmitted once the connection is made.

Note: *The* **SEARCH DIAL** *key can be used to access the first number in a Chain Dialling sequence, but not subsequent numbers.*

Checking the telephone line status

The display normally shows the date and time and prompts related to operations you are performing. To check and see what number the fax is currently calling or transmitting to, or what number the fax is currently receiving a document from (if this information is available), press the **CHANGEOVER** key. Information on the current call will appear in the display. To switch back to the date and time display, press the **CHANGEOVER** key again.

To cancel a fax transmission or reception

To cancel a fax transmission or reception which is currently in progress, press the **CHANGEOVER** key so that the status of the transmission or reception appears in the display, and then press the **STOP** key.

Redialling

Automatic redialling

If you use automatic dialling (including Direct Keypad Dialling) and the line is busy, your fax will automatically redial the number. Up to 2 redialling attempts will be made at intervals of 5 minutes.

To stop automatic redialing, press the **CHANGEOVER** key to show the telephone line status in the display (make sure that RECALL MODE appears on the top line of the display and the number of the receiving party appears on the bottom line to the right), and then press the **STOP** key.

- If desired, you can change the number of times the fax redials with Option Setting 6, and the interval at which redialling takes place with Option Setting 7. See Chapter 5, "Optional Settings".

Using the REDIAL key

You can press the **REDIAL** key to redial the last number dialled. To send a document, proceed from Step 3 of Normal Dialling. Note that the speaker will be automatically activated.

RECEIVING DOCUMENTS

Your fax has two modes of reception: AUTO and MANUAL. With MANUAL reception, you must first answer the call on an extension telephone connected to the same line and then press the **START** key on your fax to receive a document. With AUTO reception, your fax automatically answers each call and receives the incoming document.

- AUTO reception is most useful when you want to use your line as a dedicated fax line (you will only be receiving faxes on it).
- MANUAL reception is most useful when you will be receiving both voice calls and fax messages on the same line.

Setting the mode of reception

The reception mode has been set to AUTO at the factory. If you want to change the setting, follow the steps below.

Step	Press these keys:	Comments
1	FUNCTION 1	"RECEIVE MODE" will appear in the display.
2	1 or 2	Press "**1**" to select AUTO, or "**2**" to select MANUAL.

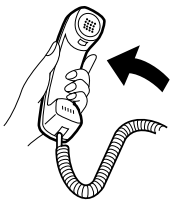
AUTO reception

In AUTO reception mode, the fax automatically answers all calls after 1 ring and receives the incoming documents.

- You can change the number of rings after which the fax answers incoming calls by changing Option Setting 2 (see "Optional settings" in Chapter 5). Any number from 0 to 5 can be selected (0 to 3 rings in Eire). (Select 0 to have your fax answer calls without ringing.)
- If you pick up an extension phone before your fax answers, you can talk to the other party and/or receive a document as described below in "MANUAL reception".

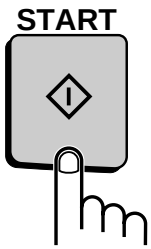
MANUAL reception

1



Answer the call on an extension telephone connected to the same line.

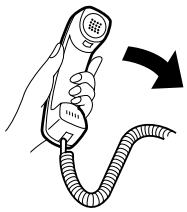
2



You will either hear a fax tone or the other party will speak to you.

- If you hear a fax tone, press the **START** key on the fax.
- If the other party first speaks with you and then wants to send a document, press the **START** key after speaking. Replace the handset.

3



Hang up when RECEIVING appears in the display.

Note: *As a back-up feature of MANUAL reception mode, you can set the fax to automatically receive documents on any number of rings from 1 to 5 (1 to 3 in Eire). This is useful if you are occasionally unable to respond to an incoming call personally. The setting is made with Option Setting 3. See "Optional Settings" in Chapter 5.*

Substitute reception into memory

If your fax runs out of paper, toner, or the paper jams, incoming documents will be automatically stored in memory.

When you have received a document in memory, FAX RCVD IN MEMORY will appear in the display, together with NO PAPER, REPLACE TONER, or PAPER JAM. When you add paper, replace the toner cartridge, or clear the jam, the stored documents will automatically print out.

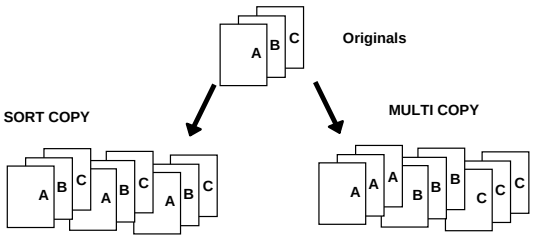
You can display information on the documents received to memory by following these steps:

Step	Press these keys:	Comments
1	MEM.STATUS **W** **3**	Press the **MEM.STATUS** key (flip up the Rapid Key overlay if necessary) and the "**3**" key. "RX STATUS" will appear in the display.
2	**#** **or** **✳**	Press the "#" key or the "**✳**" key to scroll through the list of received documents. The name (or number) from which each document was received will successively appear in the display.
3	STOP STOP	When you have finished checking the list, press the **STOP** key twice to exit.

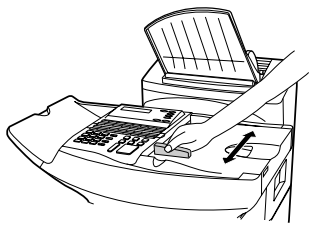
MAKING COPIES

Your fax can also be used to make copies. Single and multiple copies (up to 99 per original) can be made, enabling your fax to double as an office copier.

- You can perform all steps of a copy operation even when the fax is busy printing other copy jobs, or when it is printing a received document after the line has been disconnected. Your copy job will be automatically stored in memory and then printed when all previous printing jobs are completed.
- The default resolution for copying is FINE.
- If you are making multiple copies of more than one original, you can choose whether to have the copies sorted (SORT COPY) or not sorted (MULTI COPY). The following example shows how the copies are ordered in each case when 3 copies each of 3 originals are made.



1



Load the document(s) face down.

- If desired, adjust the resolution and contrast with the **RESOLUTION** and **CONTRAST** keys.

2

Press the COPY key.

- If you are only making a single copy of the original (or of each original), press the **START** key. Copying will begin.

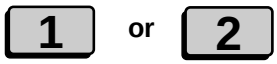
3

(Example)

Enter the desired number of copies with the numeric keys.

- If the desired number of copies is from 1 to 9, enter "0" first.

4



Press "1" to select MULTI COPY, or "2" to select SORT COPY.

<P=002>

Checking copy operations in memory

You can display the status of copy jobs in memory by following the steps below. You can also cancel copy jobs with this procedure.

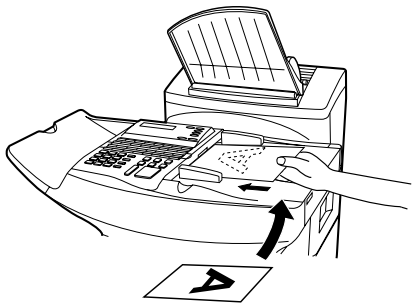
Step	Press these keys:	Comments
1	MEM.STATUS **W** **1**	Press the **MEM.STATUS** key (flip up the Rapid Key overlay if necessary) and the "**1**" key. "COPY STATUS" will appear in the display.
2	**#** or **✳**	Press the "#" key or the "✳" key to scroll through the list of copy jobs. The time the original was scanned into memory will appear in the display, together with the 3-digit memory number assigned to the job. To cancel a copy job, press the **CLEAR** key and then the **START** key while the copy job appears in the display.
3	STOP STOP	When you have finished checking the list, press the **STOP** key twice to exit.

4 SPECIAL FUNCTIONS

BROADCASTING

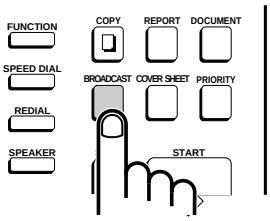
This function allows you to send the same document to many different locations with just one operation. First load the document, then enter the numbers of the receiving machines. The document will be automatically transmitted to each location.

1



Load the document(s).

2



Press the BROADCAST key.

- "BROADCAST MODE" will appear in the display.

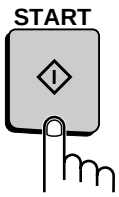
3

(Example)

Dial the receiving units using one or more of the following methods:

- Press one or more Rapid Keys.
- Enter one or more Speed Dial numbers, pressing the **SPEED DIAL** key before each number. (If you enter less than 3 digits for a number, press the **START** key to complete the entry.)
- Enter one or more full fax numbers (max. of 20) with the numeric keys, pressing the **START** key after each full number.
- Press one or more Group Keys.

4

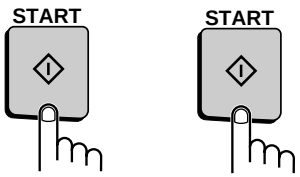


Press the START key.

- Set the resolution and/or contrast if desired.

<P=002>

5



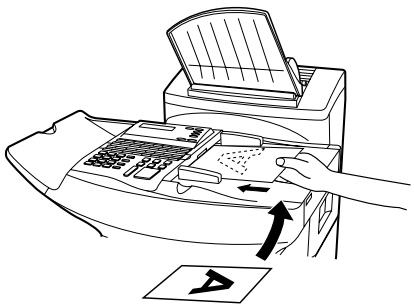
Press the START key twice. Transmission will begin.

- A Transaction Report is automatically printed out after Broadcasting is completed. Check the "Note" column of the report to see if any of the locations are marked "Busy" or have a communication error code. If so, send the document to those locations again.

Broadcasting using a Group Key

If the fax machines to which you want to broadcast have all been programmed into one Group Key, you can perform the broadcasting operation using the following simplified procedure:

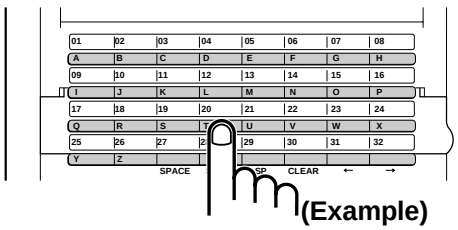
1



Load the document(s).

- Make any desired transmission settings (resolution, contrast, etc.).

2



(Example)

Press the appropriate Group Key. Transmission will begin.

CONFIDENTIAL OPERATIONS

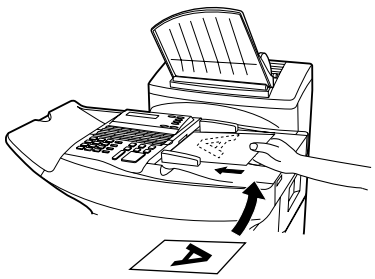
The Confidential function can be used to transmit and receive confidential documents.

Confidential transmission

When you send a document using the Confidential function, the receiving machine stores it in memory instead of immediately printing it out. When the receiving party enters the correct passcode, the document will be printed out.

- Confidential transmission is only possible when the receiving machine is a Sharp model with confidential reception capability.

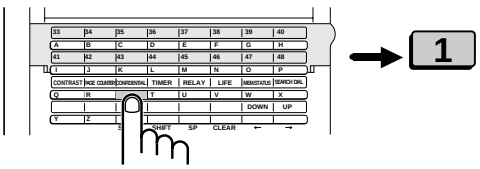
1



Load the document(s).

- Make any desired transmission settings (resolution, contrast, etc.).

2



Press the CONFIDENTIAL key and then the 1 key.

- CONF.TX will appear in the display.

3

0 1

(Example)

If the receiving machine has multiple mailboxes, enter the appropriate mailbox number with the numeric keys (if not, skip this step).

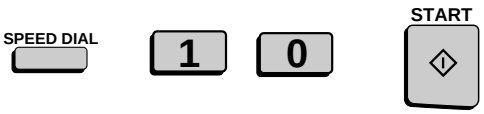
4

START

Press the START key.

<P=002>

5



(Example)

Dial the receiving unit using one of the following methods:

- Press a Rapid Key.
- Press the **SPEED DIAL** key and enter a Speed Dial number. (If you enter less than 3 digits, press the **START** key to complete the entry.) Press the **START** key.
- Enter a full telephone number with the numeric keys, and press the **START** key.

Transmission will take place once the connection is made.

Confidential reception

When the transmitting machine sends you a document by confidential transmission, your fax stores it in memory instead of immediately printing it out. The document cannot be printed out until you enter the correct passcode.

Your fax has 10 "mailboxes" in which confidential documents can be received. Each mailbox has its own passcode, allowing up to 10 different people or groups to each receive their own confidential documents. The mailboxes are identified by 2-digit numbers.

<P=003>

Programming the confidential passcode

To receive a confidential document, you must first program a 2-digit mailbox number and a 4-digit passcode.

Step	Press these keys:	Comments
1	CONFIDENTIAL S	"CONF. FUNCTION" will appear in the display.
2	3	"CONF. CODE SET" will appear in the display.
3	1 3 (Example)	Enter a 2-digit number ("00" to "99") by pressing the numeric keys. This number identifies the mailbox.
4	1 2 3 4 (Example)	Enter the 4-digit passcode with the numeric keys.
5	START	
6	S H ... P (Example)	Enter a name for the mailbox by pressing the letter entry keys as described in "Entering Letters for Names" in Chapter 2.
7	START	

Note: *After entering the passcode, your fax will print it out for your records. If you forget the passcode and have kept no record, contact your Sharp dealer.*

Clearing the passcode

Step	Press these keys:	Comments
1	CONFIDENTIAL S	"CONF. FUNCTION" will appear in the display.
2	4	"CONF. CODE CLEAR" will appear in the display.

3	1 3 (Example)	Enter the 2-digit number identifying the mailbox you want to clear.
4	1 2 3 4 (Example)	Enter the 4-digit passcode with the numeric keys.
5	START	

Printing out received documents

When you have received a confidential document, RCVD CONF. FAX will appear in the display. Print out the Confidential Reception List as described in Chapter 6 to see which mailbox has received the document, and then follow the steps below to print out the document.

Step	Press these keys:	Comments
1	CONFIDENTIAL S	"CONF. FUNCTION" will appear in the display.
2	2	"CONF. DATA PRINT" will appear in the display.
3	0 1 (Example)	Enter your mailbox number.
4	1 2 3 4 (Example)	Enter your confidential passcode.
5	START	Printing begins. After print-out the document(s) will be erased from memory.

RELAY REQUEST

Relay Request allows you to send a document to another fax machine and have that fax broadcast the document to a number of other fax machines. This function is useful when the relay fax machine is closer to the end fax machines than your fax, as it reduces telephone line costs.

Important:

- *Relay Request can only be used if the intermediate relay machine is a Sharp machine having the Relay Broadcast function.*

Storing a relay group

To make a relay request, you must first store a relay group. This consists of the fax number of the intermediate relay machine and the fax numbers of the end receiving machines. Up to 10 different relay groups can be stored.

- Fax numbers of the end receiving machines can be entered as Rapid Key numbers, Speed Dial numbers, and/or Group Key numbers if they have been stored as such in the ***relay*** machine (not in your fax machine). Check with the operator of the relay machine for these numbers.
- The total number of end receiving machines which can be entered varies with the model used as the intermediate relay machine. Check with the operator of the relay machine to find out how many receiving machines can be entered.
- A maximum of 400 digit spaces are available in memory for storing the numbers of end receiving machines. The number of spaces occupied by each number depends on what kind of number it is:

Rapid Key number:	4 spaces
Speed Dial number:	2 spaces
Group Key number:	4 spaces (for one group)
Full number:	Number of digits in number (max. of 30 per number)

- If the FO-4500 acts as a relay machine and receives a relay request, only Speed Dial numbers of end receiving machines from "00" to "99" can be entered in the relay group. To allow Speed Dial numbers above "99" to be included in the relay group, store them in a Group Key on the FO-4500.

Step	Press these keys:	Comments
1	RELAY U	"RELAY FUNCTION" will appear in the display.
2	2	"RELAY GROUP SET" will appear in the display.
3	0 1 (Example)	Enter a 2-digit relay group number ("01" to "10"). This number identifies the relay group.
4	START	
5	SPEED DIAL → 1 0 START (Example)	Enter the fax number of the relay machine using one of the following methods: • Press a Rapid Key. • Press **SPEED DIAL** and enter a Speed Dial number. (If you enter less than 3 digits, press **START** to complete the entry.) • Enter a full fax number.
6	START	
7	0 2 (Example)	Enter the relay machine's Rapid Key numbers of the end receiving machines by pressing numeric keys (not Rapid Keys). (Skip this step if you don't want to enter Rapid Key numbers.)
8	START	
9	0 1 (Example)	Enter the relay machine's Speed Dial numbers of the end receiving machines (2 digits per Speed Dial number) by pressing numeric keys. (Skip this step if you don't want to enter Speed Dial numbers.)
10	START	
11	1 0 (Example)	Enter numbers of Group Keys for end machines by pressing numeric keys. (Skip this step if you don't want to enter Group Key numbers.)
12	START	

13	0 1 2 3 4 5 (Example)	Enter a full fax number (skip this step if you don't want to enter full numbers). Include the area code (e.g. "201") if the number is outside of the calling area of the relay unit.
14	START	Press **START** and go back to Step 13 if you want to enter another full number.
15	START	
16	Step 3 or STOP	Return to Step 3 to enter another relay group, or press **STOP** one or more times until you return to the date and time display.

Clearing a relay group

To clear a relay group, you need to know the 2-digit number which identifies it. You can check this by printing out the Relay Group List as described in Chapter 6.

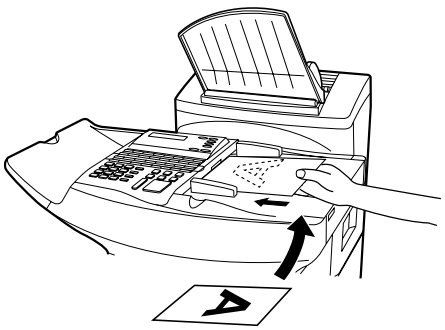
Step	Press these keys:	Comments
1	RELAY U	"RELAY FUNCTION" will appear in the display.
2	3	"RELAY GROUP CLEAR" will appear in the display.
3	1 0 (Example)	Enter the 2-digit number identifying the group you want to clear.
4	START	
5	Step 3 or STOP	Return to Step 3 to clear another relay group, or press **STOP** one or more times until you return to the date and time display.

Making a relay request

Important:

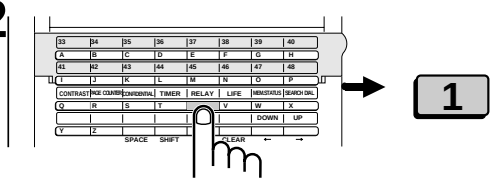
- *To make a relay request, your fax number must be entered into the Relay Passcode List of the relay fax machine by the operator of that fax. (Your number must also be correctly entered in your fax as described in "Entering Your Name and Fax Number" in Chapter 2.)*

1



Load the document.

2



Press the RELAY key and then the "1" key.

3

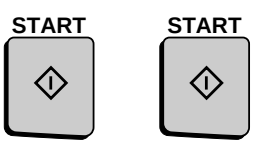
Enter the number of the appropriate relay group (2 digits) by pressing the numeric keys.

4

Press the START key.

- Set the resolution and/or contrast if desired.

5



Press the START key twice.

Relay Broadcast

Your fax can also act as a relay station. It will receive a document from a fax machine making a relay request, and automatically broadcast it to the stations which the requesting machine specifies.

In order for a fax machine to make a relay request, you must first give it permission by storing its fax number in the Relay Passcode List. Follow the steps below to store or clear a fax number.

- When your fax receives a relay request from another fax machine, RCVD RELAY REQUEST will appear in the display.
- To clear a fax number from the Relay Passcode List, you need to know the 2-digit number which identifies it. You can check this by printing out the Passcode List (see Chapter 6).

Step	Press these keys:	Comments
1	RELAY U	"RELAY FUNCTION" will appear in the display.
2	4	RELAY PASSCODE will appear in the display.
3	1 or 2	Press "**1**" to store a number, or "**2**" to clear a number.
4	0 1 (Example)	**Storing:** Enter a 2-digit number ("01" to "10"). This identifies the fax number you will enter in the next step. **Clearing:** Enter the 2-digit number which identifies the fax number you want to clear, and go to Step 6.
5	0 1 2 3 4 5 (Example)	Enter the fax number of the machine to be stored in the list (max. 20 digits).
6	START	
7	Step 4 or STOP	Return to Step 4 to enter another number, or press **STOP** one or more times until you return to the date and time display.

POLLING

Polling allows you to request another fax machine to send a document to your fax machine. In other words, the receiving fax machine, not the transmitting fax machine, initiates the transmission. You can use your fax to both poll and be polled by others.

Polling others

To poll another fax machine, follow the steps below.

♦ If desired, you can dial more than one fax number to receive documents consecutively from a group of fax machines (this is called "Serial Polling").

1

Press the FUNCTION key and the "8" key.

- SERIAL POLL. MODE will appear in the display.

2

(Example)

Dial the number(s) of the fax machine(s) you want to poll using one (or more) of the following methods:

- Press one or more Rapid Keys.
- Enter one or more Speed Dial numbers, pressing the **SPEED DIAL** key before each number. (If you enter less than 3 digits, press the **START** key to complete the entry.)
- Enter one or more full fax numbers with the numeric keys, pressing the **START** key after each full number.
- Press one or more Group Keys.

3

Press the START key. Reception will begin.

Serial Polling using a Group Key

If the fax machines you want to poll have all been programmed into one Group Key, you can poll them by simply pressing that Group Key.

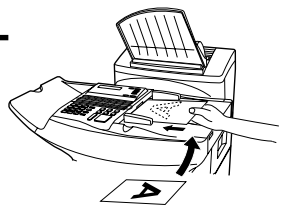
- Make sure no documents are in the feeder before you press the Group Key.

Being polled (Memory polling)

To let another fax machine poll your fax, you must first store the document in memory as shown in the procedure below. Transmission will take place when the other fax calls your fax and activates polling. You can choose whether to allow polling only once, or an unlimited number of times. In the latter case, your fax can be used as an electronic "bulletin board".

- Only one document can be stored at a time for memory polling.
- If you allow polling only once, the document will be automatically cleared from memory after polling. If you allow polling an unlimited number of times, the document will remain in memory until you clear it using the procedure described in "Clearing a document" which follows.

1



FUNCTION 1 → 1

Load the document and set the reception mode to AUTO (press FUNCTION, "1", and "1").

- Set the resolution and/or contrast if desired.

2

FUNCTION → 9

Press the FUNCTION key and the "9" key.

- MEMORY POLL MODE will appear in the display.

3

1

Press "1" to select SET.

4

1 or 2

Press "1" to allow polling to be done only once, or "2" to allow polling to be done an unlimited number of times.

5

Press the START key twice.

- The document will be scanned into memory, and your fax will go on polling standby.

To clear a document

Step	Press these keys:	Comments
1	FUNCTION 9	"MEMORY POLL MODE" will appear in the display.
2	2	Select CLEAR.
3	START	The document will be cleared.

Polling Security

Polling Security allows you to prevent unauthorized polling of your fax. When this function is activated, polling will only take place when one of the following conditions is met:

- The fax number of the polling fax machine has been stored in your fax's list of permitted fax numbers (called "passcode numbers"). The polling fax must also have its fax number correctly programmed into itself, as described in "Entering your name and fax number" in Chapter 2.
- A System number has been programmed in the polling fax machine which matches your fax's System number or one of your ID numbers.
- An ID number has been programmed in the polling fax machine which matches your fax's System number.

System and ID numbers are 4-digit numbers which provide you with an alternate means of giving and receiving polling permission when you don't want to use fax numbers. The steps for programming these numbers are described in the following pages.

Note: *System and ID numbers can only be used if the other fax machine is also a Sharp machine.*

Turning Polling Security on and off

Polling Security is turned on or off with Option Setting 8. The procedure is described in Chapter 5, "Optional Settings".

Storing and clearing fax numbers for polling permission

You can store up to 10 fax numbers in your fax's list of permitted numbers.

Step	Press these keys:	Comments
1	FUNCTION 3	ENTRY MODE will appear in the display.
2	2	PASSCODE # MODE will appear in the display.
3	1 or 2	Press "**1**" to set a number, or "**2**" to clear a number.
4	0 1 (Example)	**Storing**: Enter a 2-digit number (from 01 to 10). This number identifies the fax number you will enter in the next step. **Clearing**: Enter the 2-digit number which identifies the fax number you want to clear, and go to Step 6.
5	5 5 5 1 2 3 4 (Example)	Enter the fax number (max. 20 digits).
6	START	
7	Step 4 or STOP	Return to Step 4 to enter another number, or press **STOP** one or more times until you return to the date and time display.

Programming and clearing a System number

One 4-digit System number can be programmed in your fax for giving and receiving polling permission. Polling will take place if your System number matches the other fax's System number or one of its ID numbers.

Step	Press these keys:	Comments
1	FUNCTION 3	ENTRY MODE will appear in the display.
2	6	SYSTEM # MODE will appear in the display.
3	1 or 2	Press "**1**" to program the System number, or "**2**" to clear it. If you pressed "**2**", go to Step 5.

4	1 2 3 4 (Example)	Enter the number (4 digits) with the numeric keys.
5	START	
6	STOP	Press **STOP** one or more times until you return to the date and time display.

Storing and clearing ID numbers for polling permission

Up to five 4-digit ID numbers can be programmed in your fax for giving and receiving polling permission. Polling will take place if one of your ID numbers matches the other fax's System number.

Step	Press these keys:	Comments
1	FUNCTION 3	ENTRY MODE will appear in the display.
2	5	ID # MODE will appear in the display.
3	1 or 2	Press "**1**" to program an ID number, or "**2**" to clear an ID number.
4	1 (Example)	**Storing:** Enter a number from 1 to 5. This number identifies the ID number you will enter in the next step. **Clearing:** Enter the number which identifies the ID number you want to clear, and go to Step 6.
5	1 2 3 4 (Example)	Enter the ID number (4 digits) with the numeric keys.
6	START	
7	Step 4 or STOP	Return to Step 4 to enter another number, or press **STOP** one or more times until you return to the date and time display.

TIMER OPERATIONS

The Timer function allows you to set an operation to be performed automatically at a time you specify. Up to 48 operations can be set at any one time, and the time of each can be set up to a week in advance.

You can use this function to take advantage of lower off-peak call rates without having to be there when the operation is performed.

Note: *The **DOCUMENT** key cannot be used for a timer transmission.*

Initial procedure

To set a timer operation, first perform the following basic procedure. After you have completed it, refer to the procedure for the specific operation you want to set (see the following pages).

- Code numbers are used to specify days of the week. Refer to the table below when making time settings which include a specified day:

Day	SUN	MON	TUE	WED	THU	FRI	SAT
Code	0	1	2	3	4	5	6

Step	Press these keys:	Comments
1	TIMER / T	TIMER MODE will appear in the display.
2	1	Select SET.
3	# ↓ ↑ ✳	Press the appropriate key one or more times as shown below to select the type of operation. • Transmission • Confidential transmission • Polling • Serial Polling • Broadcasting • Relay Request
4	START	

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5	1 0 (Example)	Enter the hour (2 digits - "00" to "23").
6	0 0 (Example)	Enter the minute (2 digits - "00" to "59").
7	4 (Example: Thursday)	Enter the day of the week by entering the appropriate code number (see above table). (Skip this step if the operation will be done within the next 24 hours.)
8	START	Continue with the specific procedure for your operation (see the following pages).

Transmission

(Continued from "Initial procedure".)

9	SPEED DIAL 1 START (Example)	Enter the fax number of the receiving machine using one of the following methods: • Press a Rapid Key. • Press **SPEED DIAL** and enter a Speed number. (If you enter less than 3 digits, press **START** to complete the entry.) • Enter a full number.
10	START	
11	RESOLUTION CONTRAST Q	Adjust the resolution and contrast if desired (otherwise skip this step).
12	START	
13	**Load the document**	
14	START	The document will be scanned into memory.

Confidential transmission

(Continued from "Initial procedure".)

9	0 1	Enter the mailbox number (2 digits). (Skip this step if the receiving machine does not have mailboxes.)
10	START	
11	SPEED DIAL 1 START (Example)	Enter the fax number of the receiving machine using one of the following methods: • Press a Rapid Key. • Press **SPEED DIAL** and enter a Speed number. (If you enter less than 3 digits, press **START** to complete the entry.) • Enter a full number.
12	START	
13	RESOLUTION CONTRAST Q	Adjust the resolution and contrast if desired (otherwise skip this step).
14	START	
15	**Load the document**	
16	START	The document will be scanned into memory.

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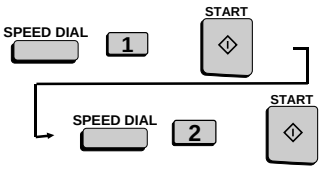
Polling

(Continued from "Initial procedure".)

9	(Example)	Enter the fax number of the machine to be polled using one of the following methods: • Press a Rapid Key. • Press **SPEED DIAL** and enter a Speed number. (If you enter less than 3 digits, press **START** to complete the entry.) • Enter a full number.
10		

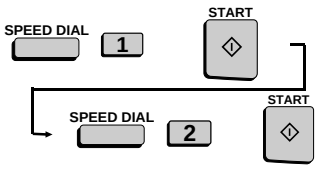
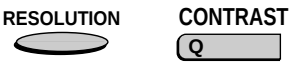
Serial Polling

(Continued from "Initial procedure".)

9	 (Example)	Enter the fax numbers of the machines to be polled using one or more of the following methods: • Press one or more Rapid Keys. • Enter one or more Speed Dial numbers, pressing **SPEED DIAL** before each number. (If you enter less than 3 digits for a number, press **START** to complete the entry.) • Enter one or more full numbers, pressing **START** after each full number. • Press one or more Group Keys.
10		

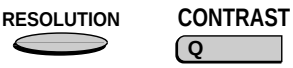
Broadcasting

(Continued from "Initial procedure".)

9	 (Example)	Enter the numbers of the receiving machines using one or more of the following methods: • Press one or more Rapid Keys. • Enter one or more Speed Dial numbers, pressing **SPEED DIAL** before each number. (If you enter less than 3 digits for a number, press **START** to complete the entry.) • Enter one or more full numbers, pressing **START** after full each number. • Press one or more Group Keys.
10		
11		Adjust the resolution and contrast if desired (otherwise skip this step).
12		
13	**Load the document**	
14		The document will be scanned into memory.

Relay Request

(Continued from "Initial procedure".)

Step	Press these keys:	Comments
9	(Example)	Enter the appropriate relay group number.
10		
11		Adjust the resolution and contrast if desired (otherwise skip this step).

12	START	
13	**Load the document**	
14	START	The document will be scanned into memory.

Cancelling a timer operation

If you need to cancel a timer operation before it is performed, use the procedure shown below.

- You need to know the number assigned to the operation in order to cancel it. If you don't remember the number (it appears in the display when you set the operation), print out the Timer List (see Chapter 6, "Printing Out Reports and Lists").

Step	Press these keys:	Comments
1	TIMER T	TIMER MODE will appear in the display.
2	2	Select CLEAR.
3	0 1 (Example)	Enter the 2-digit number assigned to the operation.
4	START	
5	STOP	Press **STOP** one or more times until you return to the date and time display.

BATCH TRANSMISSION

Batch transmission allows you to store a number of documents in memory at different times for automatic transmission to one location at a set time. If you often send documents to a particular location, this function helps reduce telephone line costs by allowing you to conveniently send multiple documents on one connection.

Entering a batch program

To perform a batch transmission, you must first program the number of the receiving machine and the time of transmission into a Batch Key. Any Rapid Key which has not already been programmed can be used as a Batch Key.

- If you specify a day-of-the-week in your program, the transmission will be performed every week on that day. If you do not specify a day-of-the-week, the transmission will be performed every day.

To program a Batch Key, follow the procedure for entering programs described in "Entering and Using Programs" in this chapter. In Step 12 of the initial prodedure, select "Batch transmission".

Clearing a Batch Key

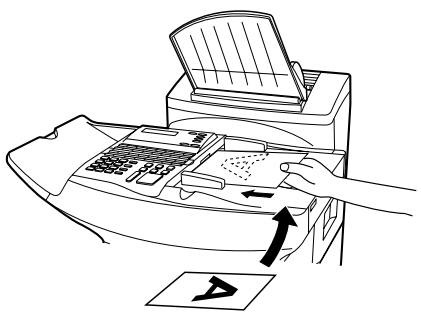
To clear a Batch Key, follow the procedure described in "Clearing a Program Key" in "Entering and using programs" in this chapter.

Storing documents for transmission

Up to 50 documents can be held in memory for batch transmissions at any one time, regardless of the number of Batch Keys used. When you store a document, it is given a message number to distinguish it from other documents sent in the same batch.

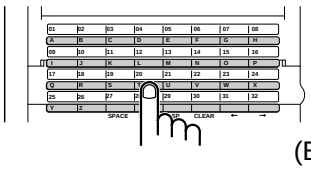
- If no documents have been stored under a Batch Key when the time for transmission arrives, no transmission will take place.

1 **Load the document.**



<P=002>

2

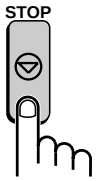


(Example)

Press the appropriate Batch Key.

- After scanning, the message number assigned to your document will appear in the display.

3



Press the STOP key.

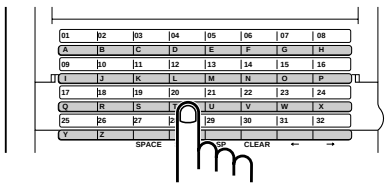
- The document will be transmitted along with any other documents stored under the same key at the designated time. After transmission, all documents in the batch will be cleared from memory.

Clearing a document stored for batch transmission

If necessary, you can clear a document stored for a batch transmission before transmission takes place. To do so, you need to know the message number assigned to the document.

♦ If you don't remember the message number, print out the Batch Transmission List (see "Batch Transmission List" in Chapter 6).

1

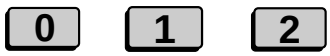


(Example)

Press the Batch Key in which the document you want to clear has been stored.

- Make sure no documents are in the feeder.

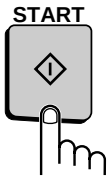
2



(Example)

Enter the 3-digit message number assigned to the document.

3



Press the START key.

ENTERING AND USING PROGRAMS

If you frequently perform the same operation involving the same party, you can program all the steps of the operation into one Program Key. This allows you to perform the operation by simply pressing that key.

Any Rapid Key which is not already programmed as a Rapid Key or a Group Key can be used as a Program Key.

- You can also include a timer setting in the program to have the operation performed automatically at a selected time.
- To clear a mistake, press the ***STOP*** key.

Initial procedure

To program an operation, first perform the following basic procedure. After you have completed it, refer to the procedure for the specific operation you want to program.

- Code numbers are used to set days of the week. Refer to the table below when making time settings which include a specified day:

Day	SUN	MON	TUE	WED	THU	FRI	SAT
Code	0	1	2	3	4	5	6

Step	Press these keys:	Comments
1	FUNCTION 7	"PROGRAM/GROUP MODE" will appear in the display.
2	1	"PROGRAM ENTRY MODE" will appear in the display.
3	1	Select SET.
4	1 A (Example)	Select a Program Key by pressing the appropriate Rapid Key.
5	S H ••• P (Example)	Enter a name for the program (max. of 20 letters). (See "Entering Letters for Names" in Chapter 2.) Skip this step if you don't want to enter a name.
6	START	
7	1 0 (Example)	Enter the hour (2 digits: "00" to "23"). If you don't want to make a timer setting, go to Step 11.

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8	1 5 (Example)	Enter the minute (2 digits - "00" to "59").
9	4 (Example)	Enter the day of the week by entering the appropriate code number (see previous table). (Skip this step if the operation will be done within 24 hours of pressing the Program Key.)
10	START	
11	# ↓ ↑ ✳	Press the **"#"** key or **"✳"** key until the desired operation appears in the display. The operations will appear in the following order: • Transmission • Confidential transmission • Polling • Serial Polling • Broadcasting • Relay Request • Batch transmission (this will only appear if a timer setting was made) • Memory Polling (this will not appear if a timer setting was made)
12	START	Continue with the specific procedure for your operation (see the following pages).

Transmission

(Continued from "Initial procedure".)

13	1 A (Example)	Enter the fax number of the receiving machine using one of the following methods: • Press a Rapid Key. • Press **SPEED DIAL** and enter a Speed number. (If you enter less than 3 digits, press **START** to complete the entry.) • Enter a full number.
14	START	
15	RESOLUTION CONTRAST Q	Adjust the resolution and contrast if desired (otherwise skip this step).

16	START	
17	START or DOCUMENT	If you want the document to be sent from memory, press **START**. If you want the document to be sent from the feeder, press **DOCUMENT**. (This is not possible if you made a timer setting.)
18	STOP	Press **STOP** one or more times until you return to the date and time display.

Confidential transmission

(Continued from "Initial procedure".)

13	0 1 (Example)	Enter the mailbox number (2 digits). (Skip this step if the receiving machine does not have mailboxes.)
14	START	
15	SPEED DIAL 1 START (Example)	Enter the fax number of the receiving machine using one of the following methods: • Press a Rapid Key. • Press **SPEED DIAL** and enter a Speed number. (If you enter less than 3 digits, press **START** to complete the entry.) • Enter a full number.
16	START	
17	RESOLUTION CONTRAST	Adjust the resolution and contrast if desired (otherwise skip this step).
18	START	
19	START or DOCUMENT	If you want the document to be sent from memory, press **START**. If you want the document to be sent from the feeder, press **DOCUMENT**. (This is not possible if you made a timer setting.)
20	STOP	Press **STOP** one or more times until you return to the date and time display.

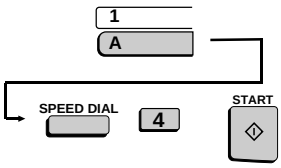
Polling

(Continued from "Initial procedure".)

13	(Example)	Enter the fax number of the machine to be polled using one of the following methods: • Press a Rapid Key. • Press **SPEED DIAL** and enter a Speed number. (If you enter less than 3 digits, press **START** to complete the entry.) • Enter a full number.
14		
15		Press **STOP** one or more times until you return to the date and time display.

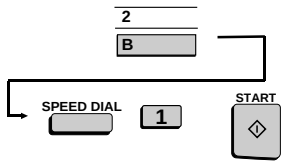
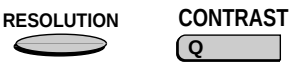
Serial Polling

(Continued from "Initial procedure".)

13	 (Example)	Enter the fax numbers of the machines to be polled using one or more of the following methods: • Press one or more Rapid Keys. • Enter one or more Speed Dial numbers, pressing **SPEED DIAL** before each number. (If you enter less than 3 digits for a number, press **START** to complete the entry.) • Enter one or more full numbers, pressing **START** after each full number. • Press one or more Group Keys.
14		
15		Press **STOP** one or more times until you return to the date and time display.

Broadcasting

(Continued from "Initial procedure".)

13	 (Example)	Enter the numbers of the receiving machines using one or more of the following methods: • Press one or more Rapid Keys. • Enter one or more Speed Dial numbers, pressing **SPEED DIAL** before each number. (If you enter less than 3 digits for a number, press **START** to complete the entry.) • Enter one or more full numbers, pressing **START** after full each number. • Press one or more Group Keys.
14		
15		Adjust the resolution and contrast if desired (otherwise skip this step).
16		
17		
18		Press **STOP** one or more times until you return to the date and time display.

Relay Request

(Continued from "Initial procedure".)

13	(Example)	Enter the appropriate relay group number.
14		
15		Adjust the resolution and contrast if desired (otherwise skip this step).
16		

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17	START or DOCUMENT	If you want the document to be sent from memory, press **START**. If you want the document to be sent from the feeder, press **DOCUMENT**. (This is not possible if you made a timer setting.)
18	STOP	Press **STOP** one or more times until you return to the date and time display.

Batch transmission

(Continued from "Initial procedure".)

13	SPEED DIAL 1 START (Example)	Enter the fax number of the receiving machine using one of the following methods: • Press a Rapid Key. • Press **SPEED DIAL** and enter a Speed number. (If you enter less than 3 digits, press **START** to complete the entry.) • Enter a full number.
14	START	
15	RESOLUTION CONTRAST	Adjust the resolution and contrast if desired (otherwise skip this step).
16	START	
17	START	
18	STOP	Press **STOP** one or more times until you return to the date and time display.

Being polled (Memory polling)

(Continued from "Initial procedure".)

13	1 **or** 2	Press **"1"** to allow polling to be done only once, or **"2"** to allow it to be done repeatedly.
14	START	
15	RESOLUTION CONTRAST Q	Adjust the resolution and contrast if desired (otherwise skip this step).
16	START	
17	START	
18	STOP	Press **STOP** one or more times until you return to the date and time display.

Clearing a Program Key

To clear a Program key, follow these steps:

Step	Press these keys:	Comments
1	FUNCTION 7	Enter PROGRAM/GROUP MODE mode.
2	1	PROGRAM ENTRY MODE will appear in the display.
3	2	Select CLEAR.
4	2 / B (Example)	Press the Program Key you want to clear.
5	START	
6	STOP	Press **STOP** one or more times until you return to the date and time display.

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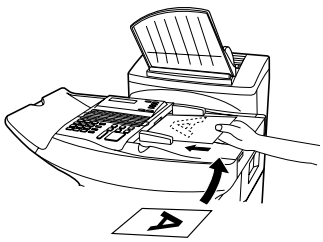
Using a Program Key

A programmed operation is performed as follows:

1

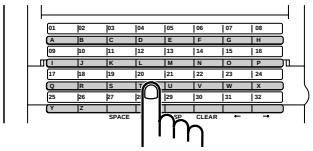


Load the document.

- Skip this step if the operation is a polling operation.

2

Press the appropriate Program Key.



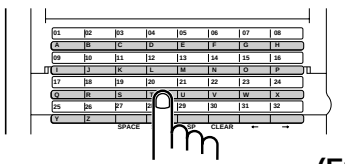
(Example)

To cancel a programmed timer operation

If a Program Key has been pressed for a timer operation and you need to cancel the operation before it is performed, follow these steps:

Note: *This procedure will not work for a batch program. To cancel a batch transmission operation, see "Clearing a document stored for batch transmission" in "Batch Transmission" in this chapter.*

1



Press the Program Key.

(Example)

2

Press the START key.

DEPARTMENT CONTROL

Department Control is used to limit the use of the fax to authorised personnel. When it is activated, a department code must be entered before an operation can be performed with the fax.

Department Control can only be activated by Sharp dealer service. If you want to use this function, contact your dealer.

- Department Control allows you to track the number of pages transmitted as well as the transmission time for each authorised department or person. See "Department Usage List" in Chapter 6.

Entering Department Codes

Up to 30 different Department Codes can be entered to allow access to the machine. Transmitted pages and transmission time will be kept track of separately for each code. After you enter a code, inform the appropriate group or individual.

- A name must be entered for each code. Only the name, not the code, will appear on the Department Usage List.
- Be sure to keep a record of each code and name. If you misplace the record, contact your dealer.

Step	Press these keys:	Comments
1	FUNCTION, 3	"ENTRY MODE" will appear in the display.
2	8	"DEPT. CODE MODE" will appear in the display.
3	1 or 2	Press "**1**" to set a Department Code, or "**2**" to clear a Department Code.
4	0 1 (Example)	**Entering:** Enter a 2-digit number with the numeric keys. This number identifies the Department Code you will enter in the next step. **Clearing:** Enter the 2-digit number which identifies the Department Code you want to clear.
5	1 0 1 0 (Example)	**Entering:** Enter a Department Code (4 digits or the number of digits set by Option Setting 27). **Clearing:** Enter the Department Code you want to clear, and go to Step 8.
6	START	

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7	S H ... P (Example)	Enter a name for the Department Code (max. of 20 letters). (See "Entering letters for names" in Chapter 2.)
8	START	
9	Step 4 or STOP	Return to Step 4 to enter (or clear) another Department Code, or press **STOP** one or more times until you return to the date and time display.

Accessing the machine

When Department Control is activated, you must enter your Department Code before performing an operation.

Note: *You do not have to enter a Department Code to receive faxes manually.*

1 2 3 4

(Example)

Enter your Department Code by pressing the numeric keys, and then perform the desired operation.

- If you do not begin the operation within one minute after entering the code, the fax will return to controlled access mode.

ANTI JUNK FAX

The Anti Junk Fax function allows you to block reception of faxes from parties which you specify. This saves paper by not printing out unwanted "junk" faxes.

To use this function, first turn it on by setting Option Setting 21 to YES as described in Chapter 5, and then enter the fax numbers from which you do not want to receive faxes as shown below.

Comments:

- *Up to 50 numbers can be entered in the Anti Junk Number List.*
- *To clear a number from the Anti Junk Number List, you need to know the 2-digit number which identifies it. If you have forgotten this number, print out the Anti Junk Number List as described in Chapter 6.*

Step	Press these keys:	Comments
1	FUNCTION 3	"ENTRY MODE" will appear in the display.
2	7	"STORE JUNK FAX #" will appear in the display.
3	1 or 2	Press "**1**" to store a fax number in the Anti Junk Fax List, or "**2**" to clear a fax number from the list.
4	0 1 (Example)	**Storing:** Enter a number from "01" to "50". This number identifies the fax number you will store in the next step. **Clearing:** Enter the number which identifies the fax number you want to clear, and go to Step 6.
5	5 5 5 1 2 3 4 (Example)	Enter the fax number (max. of 20 digits).
6	START	
7	Step 4 or STOP	Return to Step 4 to enter (or clear) another number, or press **STOP** one or more times until you return to the date and time display.

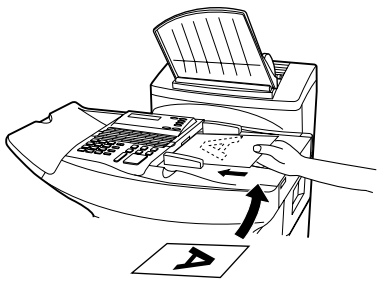
DUPLEX SCANNING FOR TWO-SIDED DOCUMENTS

To transmit or copy documents which have printing or graphics on both sides of the page or pages, use Duplex Scanning. With this function, you simply feed the document (all pages) through the machine once, turn the stack of pages over, and feed it through again.

The machine will automatically sort the pages into the correct order (front of 1st page, back of 1st page, front of 2nd page, back of 2nd page, etc.).

- Duplex Scanning can be used for copying (single copies and sorted multiple copies only) and any type of transmission from memory.
- Note that any blank sides must be included in the scanning for the copying or transmission (if the number of pages is not equal each time the machine scans the stack, an error will result). The blank sides will not, however, be printed out.

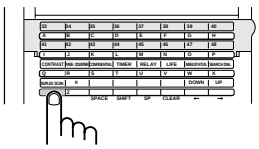
1

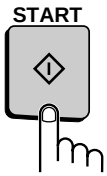


Load the document.

- Make sure the page(s) are front face down, with the first page on the bottom.

2





Press the DUPLEX SCAN key, and then the START key.

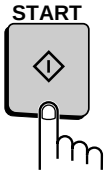
3

Perform all steps of the desired copy or memory transmission.

4

After the document has been scanned, turn the stack of pages over (do not change the page order) and load it again.

5



Press the START key.

5 OPTIONAL SETTINGS

A variety of optional settings are available which you can use to fine-tune your fax to better suit your needs. The settings are made by pressing the panel keys, and each setting is described in the list below.

Accessing the settings

Step	Press these keys:	Comments
1	FUNCTION 4	OPTIONAL SETTING will appear in the display.
2	# or ✳ START	Move through the list of settings by pressing "#" to move forward, or "✳" to move backward. The settings will appear in the order listed below. Press **START** when the desired setting appears. Or, you can also go directly to a setting by entering the number of the setting (do not press **START** in this case). If the number is less then 10, enter "0" first.
3	2 (Example)	When the desired setting appears in the display, change it appropriately as described below.
4	STOP STOP	Press **STOP** to return to the date and time display.

Settings

Setting 1: FINE RESOLUTION PRIORITY
This option sets the default resolution (the resolution used if a setting is not made with the **RESOLUTION** key) for transmitting documents. Press **1** (YES) to set the default resolution to FINE, or **2** (NO) to set it to STANDARD.

- Initial setting: **2**

Setting 2: NUMBER OF RINGS AUTO RECEPTION
This sets the number of rings your fax allows before answering an incoming call in AUTO reception mode. Enter any number from "**0**" to "**5**" ("**0**" to "**3**" in Eire). (Select "**0**" to have your fax answer without ringing.)

- Initial setting: **1**

Setting 3: NUMBER OF RINGS MANUAL RECEPTION
This sets your fax to automatically answer a call after a certain number of rings when it is in MANUAL reception mode. Any number from "**1**" to "**5**" can be entered ("**1**" to "**3**" in Eire). Enter "**0**" if you don't want your fax to answer automatically.

- Initial setting: **0**

Setting 4: ACTIVITY REPORT AUTO PRINT OUT
Press "**1**" (YES) to have your fax automatically print out an Activity Report once every 30 operations. (The report can still be printed out manually when desired.) Press "**2**" (NO) to turn automatic print-out off.

- Initial setting: **2**

Setting 5: TRANSACTION REPORT PRINT SELECT
This sets the condition for printing out a Transaction Report. Enter a number from **1** to **5** as follows:

"**1**" (ERROR/TIMER/ MEMORY):	A report will be printed after an error, timer operation, or memory operation.
"**2**" (SEND ONLY):	A report will be printed only after a transmission.
"**3**" (ALWAYS PRINTS):	A report will be printed after each transmission, reception, or error.
"**4**" (NEVER PRINTS):	A report will never be printed.
"**5**" (ERROR ONLY):	A report will be printed only after an error occurs.

- Initial setting: **2**

Setting 6: RECALL TIMES
This sets the maximum number of times your fax will automatically redial if the line is busy. Enter any number from "**1**" to "**4**". (In Eire, enter any number from "**1**" to "**3**").

- Initial setting: **2**

Setting 7: RECALL INTERVAL
This sets the amount of time your fax will wait between automatic redials when the line is busy. Enter "**01**" for 1 minute, "**02**" for 2 minutes, etc., up to a maximum of 15 minutes (maximum of 5 minutes in Eire).

- Initial setting: **05**

Setting 8: SECURITY SELECTION
Press "**1**" (ON) to turn polling security on, or "**2**" (OFF) to turn it off.

- Initial setting: **1**

Setting 9: ERROR CORRECTION MODE (ECM)
Press "**1**" (YES) to have any distortions in a transmission due to noise on the telephone line be corrected before print-out at the receiving end. This is only effective when the other machine has ECM as well. Press "**2**" (NO) to turn the function off.

- Initial setting: **1**

Setting 10: AUTO COVER SHEET
Press "**1**" (YES) to have the fax automatically generate a cover sheet and send it as the last page of each transmission. Press "**2**" (NO) to turn the function off.

- Initial setting: **2**

Setting 11: MEMORY SCANNING
Press "**2**" (REDUCE) to have the fax reduce the size of documents wider than 8.9" (226 mm) when it scans them into memory for transmission operations. If "**1**" (1:1) is pressed, the document will be stored at actual size, and if the receiving machine only uses 8.3" (210 mm) paper, the parts outside of that width will not be printed.

- Initial setting: **2**

Setting 12: COPY SCANNING
This sets the amount by which copies are reduced before printing to ensure that data on the edges is not cut off. Enter a number from "**1**" to "**3**" as follows:

"**1**" (AUTO):	Automatic reduction depending on the size of the original and the printing paper.
"**2**" (100 %):	No reduction.
"**3**" (A4 → A4):	Slight reduction of A4 originals. (A4 originals are reduced slightly to ensure that data on the edges are not cut off.)

- Initial setting: **2**

Setting 13: COPY CUT-OFF
Press "**1**" (CONTINUE) to have documents longer than the printing paper be continued on a second page when copied. Press "**2**" (CUT-OFF) to have the part outside that length not printed.

- Initial setting: **2**

Setting 14: RECEIVE REDUCE
This sets the amount by which received documents are reduced before printing to ensure that data on the edges is not cut off. Enter a number from "**1**" to "**3**" as follows:

"**1**" (AUTO):	Automatic reduction depending on the size of the original and the printing paper.
"**2**" (100 %):	No reduction.
"**3**" (A4 → A4):	Slight reduction of A4 originals. (A4 originals are reduced slightly to ensure that data on the edges are not cut off.)

- Initial setting: **1**

Setting 15: IMAGE MEMORY PRINT
Press "**1**" (YES) to have part of the first page transmitted printed when a Transaction Report is printed out. Press "**2**" (NO) to turn the function off. This is only effective when transmitting from memory.

- Initial setting: **1**

Setting 16: CASSETTE SELECTION
Press "**1**" if you want the fax to automatically select the source from which it draws paper for printing according to the size of the document received or copied. If you want to set an order of priority among the sources for drawing paper, press the appropriate key as follows depending on whether you have one or two cassettes.

One cassette:	"**2**":	Give priority to the cassette.
	"**3**":	Give priority to the tray.
Two cassettes:	"**2**":	Upper cassette, lower cassette, tray.
	"**3**":	Lower cassette, upper cassette, tray.
	"**4**":	Tray, upper cassette, lower cassette.
	"**5**":	Tray, lower cassette, upper cassette.
	"**6**":	Lower cassette, tray, upper cassette.
	"**7**":	Upper cassette, tray, lower cassette.

- Initial setting: **1**

Setting 17: CASSETTE CHANGEOVER
Press "**1**" to have the fax start drawing paper from another paper source if the currently used source runs out of paper. Press "**2**" to stop changeover to another source (in this case, the received document(s) will be stored in memory).

- Initial setting: **1**

Setting 18: RETRANSMISSION TIMES
This sets the number of times the fax will reattempt a memory transmission which has been interrupted by a line error or power failure. Enter any number from "**0**" to "**4**" ("**0**" disables the function). In Eire, enter any number from "**0**" to "**3**".

- Initial setting: **2**

Setting 19: RETRANSMISSION INTERVAL
You can select the number of minutes the fax waits between each memory retransmission attempt. Enter "**01**" for 1 minute, "**02**" for 2 minutes, etc., up to a maximum of 15 minutes (maximum of 5 minutes in Eire).

- Initial setting: **05**

Setting 20: HEATER MODE
To conserve electricity, you can turn off the laser printer heater in your fax. When this is done, it will turn on automatically when you receive a document (there will be a slight delay before printing while it warms up) and turn off once printing is completed. You can also set the heater to automatically turn on during a certain time period of the day. Enter a number from "**1**" to "**3**" as follows:

"**1**" (ALWAYS ON):	The heater will remain on constantly.
"**2**" (ALWAYS OFF):	The heater will turn on only to print documents.
"**3**" (SLEEP MODE TIMER):	The heater will turn on and off at two selected times each day. After you press "**3**", enter the time you want the heater to turn on, and then the time you want it to turn off. For each time, enter 2 digits for the hour ("00" to "23"), and 2 digits for the minute.

- Initial setting: **2**

Setting 21: JUNK FAX NUMBER CHECK
Press **1** to prevent reception from fax numbers entered in the Anti Junk Fax List. Press **2** to allow reception from all numbers.

- Initial setting: **2**

Setting 22: ALARM VOLUME
This sets the volume of the beep sound which alerts you to error conditions and informs you that operations have been completed. Press "**1**" for high, "**2**" for middle, "**3**" for low, or "**4**" to turn the alarm off.

- Initial setting: **3**

Setting 23: DIAL MODE
This sets the mode of dialling. Press **1** if you are on a tone dial line, or **2** if you are on a pulse dial line.

- Initial setting: **1**

Setting 24: QUICK ON LINE
When you transmit a multi-page document, this setting determines whether your fax will dial the receiving party and begin transmitting while scanning is still in progress, or wait until all pages have been scanned before dialling. Press "**1**" to have the fax dial and begin transmission while scanning is still in progress, or "**2**" to have it wait until all pages have been scanned.

- Initial setting: **1**

Setting 25: MULTI TTI
If you are using Department Control, you can press "**1**" to have the department name (the name associated with the department code entered by the operator to access the fax) appear at the top of each transmitted document. This will appear in place of the name entered in "Entering Your Name and Fax Number" in Chapter 2. Press "**2**" to turn Multi TTI off (the sender's name entered in Chapter 2 will appear).

- Initial setting: **2**

Setting 26: BEEP LENGTH
This sets the duration of the beep which signals the end of transmission, reception, or copying. Press "**1**" for 3 seconds, "**2**" for 1 second, or "**3**" for no beep.

- Initial setting: **1**

Setting 27: DEPARTMENT CODE DIGITS
This setting allows you to change the number of digits used for Department Codes. Enter any number from "**3**" to "**9**".

- Initial setting: **4**

Setting 28: PBX RECALL
This sets the recall mode used for transferring calls on a PBX or utilising BT Network services. Refer to your PBX manual or consult your supplier for the correct setting if the factory setting is inappropriate. Enter "**1**" for earth recall, "**2**" for time break recall, or "**3**" for no operation.

- Initial setting: **2**

Setting 29: VERIFICATION STAMP
Press "**1**" if you want the fax machine to stamp each original document page as it is scanned. After scanning, you can check to see if all pages have been stamped to verify that no double feeds occurred. Press "**2**" to turn the function off.

Note: *This function will only operate if your dealer has installed the Verification Stamp option.*

- Initial setting: **2**

Note: *The following settings will only appear if your dealer has installed the PC interface option. If you do not have the Verification Stamp option, PC INTERFACE MODE will appear as Setting 29 and RECEIVE UNIT will appear as Setting 30.*

Setting 30: PC INTERFACE MODE
Press "**1**" if you want to operate the fax from a personal computer, or "**2**" to disable computer operation.

- Initial setting: **2**

Setting 31: RECEIVE UNIT
Press "**1**" to have incoming documents received in your personal computer. Press "**2**" to have incoming documents received and printed out by your fax.

- Initial setting: **2**

6 PRINTING OUT REPORTS AND LISTS

You can print a variety of lists showing settings and information entered in the fax. You can also print out reports on recent activity and reports on individual transactions after they are made. Each list and report is described below.

Printing out a list

Step	Press these keys:	Comments
1	FUNCTION [ ] [2]	"LISTING MODE" will appear in the display.
2	[#] or [✳]	Move through the lists by pressing "#" or "✳". Stop when the desired list appears in the display.
3	START [◇]	Print out the list.

Activity Report

This report shows information on your most recently performed send and receive operations (a combined maximum of 30 operations can appear). The report is divided into two parts: the SEND REPORT, which shows information on transmissions, and the RECEIVE REPORT, which shows information on receptions.

- If Option Setting 4 is set to "YES", a report will be automatically printed out whenever information on 30 operations has accumulated. (A report can still be printed on demand at any time.)
- All information is erased after a report is printed out. If automatic print-out is disabled and print-out has not been performed manually for 30 operations, the information on the oldest operation will be overwritten each time a new operation is performed.

Explanation of headings

SENDER/ RECEIVER	The name or fax number of the other machine involved in the transaction. If that machine does not have an ID function, the communication mode will appear (for example, "G3").
START	The time at which transmission/reception started.
TX/RX TIME	Total time taken for transmission/reception.
PAGES	Number of pages transmitted/received.
TYPE	**CONF. TX** - A confidential operation was performed.
	RELAY TX - A relay operation was performed.
	(T) - A timer operation was performed.
	(D) - The document was sent directly from the feeder, not from memory.
NOTE	**OK** - Transmission/reception was normal.
	P.FAIL - A power failure occurred.
	JAM - A problem with the printing paper or document occurred.

BUSY - The line was busy.

COM.E-0 to **COM.E-14** - A telephone line error prevented the transaction. Explanations of the error numbers are given in the following tables, however, these are primarily for use by service engineers. In general, you will want to simply try the transaction again. If necessary, check with the other party to make sure their machine is functioning properly.

CANCEL - Transmission was cancelled because the **STOP** key was pressed, no document was in the feeder, or the other machine requested transmission using a function which your fax does not have.

CANCEL 3 - Confidential transmission was cancelled because the receiving machine does not have a confidential function, a confidential passcode is not programmed in it, its memory is full, or it is not a Sharp model.

CANCEL 4 - Confidential transmission was cancelled because an incorrect mailbox number was entered for a fax machine with confidential mailboxes.

CANCEL 5 - A relay request was not successful because the machine to which the request was made has no relay function, it is not a Sharp model, or its memory was full.

CANCEL 6 - A relay request was not successful because your machine's fax number has not been entered into the relay machine's list of permitted numbers, an automatic dialling number not stored in the relay machine was specified, or your fax number has not been entered in your machine as described in Chapter 2.

Transmission errors

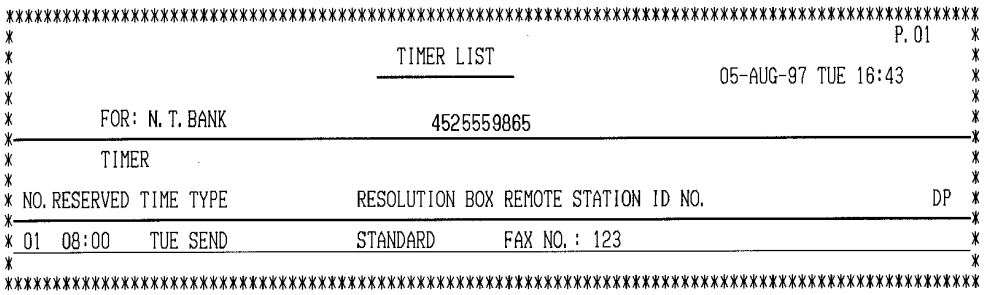
E-0	Able to recognise handshake signal, but it has errors.
E-1	Cannot recognise the handshake signal from the receiver side.
E-2	Line disconnected during transmission.
E-3	Line disconnected after modem speed fall-back.
E-4	Line disconnected during multi-page transmission.
E-6	Cannot recognize the handshake signal for next page at receiver side.
E-7	No response from receiver side or "disconnect signal" is received at transmitter side.
E-8	Error was not corrected after the predetermined number of retries because of an error in a part of a page.
E-11	Error occurred after or whilst reception by the remote (receiving) machine was revealed to be impossible.
E-12	Error occurred just after fall-back.
E-13	Error occurred after a response to a retransmission end command was received.

Reception errors

E-0	Able to recognise handshake signal, but it has errors.
E-1	Line disconnected during reception.
E-2	Cannot recognise the handshake signal from the transmitter side.
E-3	Cannot recognise the last handshake signal from the transmitter side.
E-4	Cannot recognise the handshake signal for next page from the transmitter side in the case of mode change.
E-5	Cannot recognise the handshake signal for next page from transmitter side.
E-7	No response from transmitter or "disconnect signal" is received at receiver side.
E-8	Error occurred upon completion of reception of all pages.
E-9	Error occurred when mode was changed or transmission/reception switching was performed.
E-10	Error occurred during partial page or physical page reception.
E-11	Error occurred after or during inquiry from the remote (transmitting) machine as to whether reception was possible or not.
E-12	Error occurred during or just after fallback.
E-13	Error occurred after retransmission end command was received.
E-14	Error occurred after voice communication command was received.

Timer list

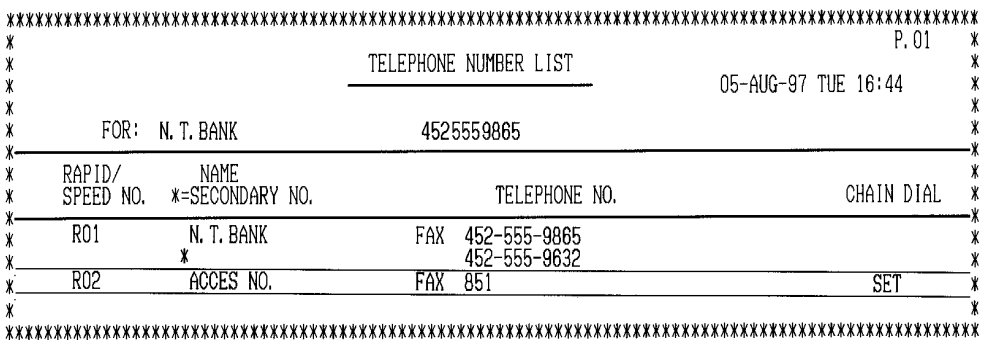
This list shows the timer operations which are currently set.



```
                                                                    P.01
                          TIMER LIST
                                                  05-AUG-97 TUE 16:43

      FOR: N.T.BANK              4525559865

      TIMER

NO. RESERVED TIME TYPE          RESOLUTION BOX REMOTE STATION ID NO.        DP
01  08:00    TUE SEND           STANDARD       FAX NO.: 123
```

Telephone Number List

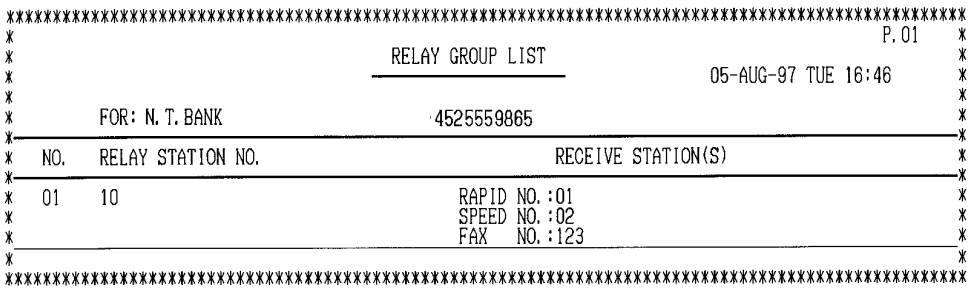
This list shows the fax and voice numbers which have been stored for automatic dialling.



```
                                                                    P.01
                          TELEPHONE NUMBER LIST
                                                  05-AUG-97 TUE 16:44

      FOR: N.T.BANK              4525559865

   RAPID/        NAME
   SPEED NO.  *=SECONDARY NO.          TELEPHONE NO.                CHAIN DIAL
    R01          N.T.BANK          FAX 452-555-9865
                 *                     452-555-9632
    R02          ACCES NO.         FAX 851                          SET
```

Relay Group List

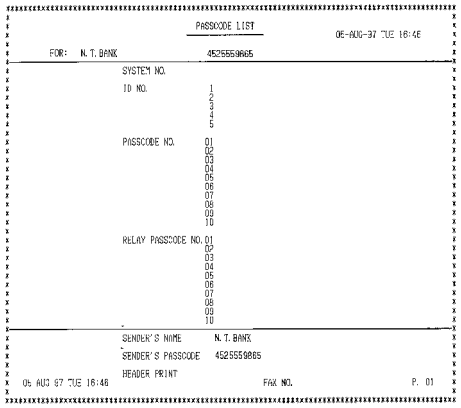
This list shows the relay groups which have been stored.



```
                                                                    P.01
                          RELAY GROUP LIST
                                                  05-AUG-97 TUE 16:46

      FOR: N.T.BANK              4525559865

  NO.   RELAY STATION NO.                    RECEIVE STATION(S)
  01    10                          RAPID NO.:01
                                    SPEED NO.:02
                                    FAX   NO.:123
```

Passcode List

This list shows settings made for polling security, your name and fax number as entered in the fax machine, a sample of the header printed at the top of every page you transmit (**HEADER PRINT**), and the numbers entered in the relay passcode list.



PASSCODE LIST

05-AUG-97 TUE 16:48

FOR: N.T.BANK 4525559865

SYSTEM NO.

ID NO. 1 2 3 4 5

PASSCODE NO. 01 02 03 04 05 06 07 08 09 10

RELAY PASSCODE NO. 01 02 03 04 05 06 07 08 09 10

SENDER'S NAME N.T.BANK

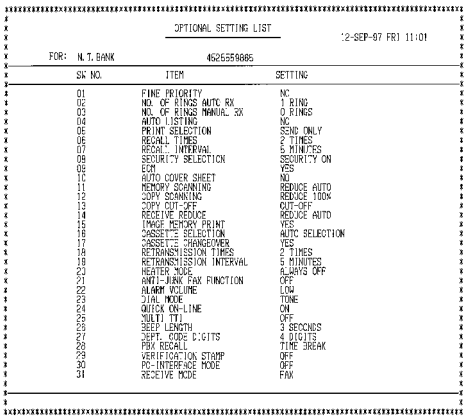
SENDER'S PASSCODE 4525559865

HEADER PRINT

05 AUG 97 TUE 16:48 FAX NO. P. 01

Optional Setting List

This list shows the current status of the optional settings.



OPTIONAL SETTING LIST

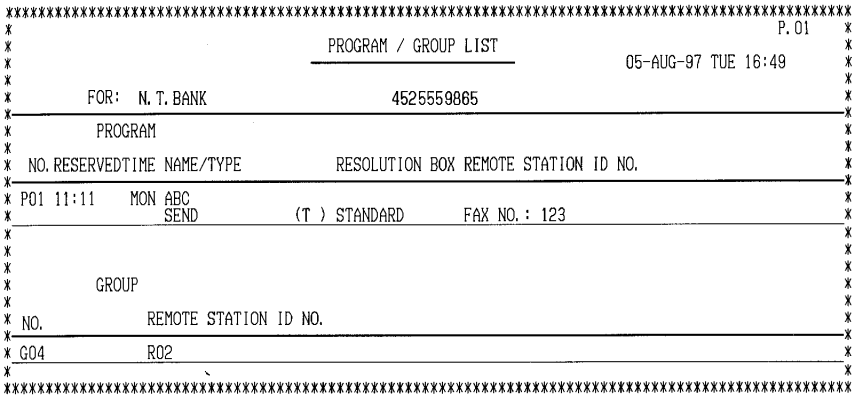
12-SEP-97 FRI 11:01

FOR: N.T.BANK 4525559865

SW NO.	ITEM	SETTING
01	LINE PRIORITY	NO
02	NO. OF RINGS AUTO RX	1 RING
03	NO. OF RINGS MANUAL RX	0 RINGS
04	AUTO LISTING	NO
05	PRINT SELECTION	SEND ONLY
06	RECALL TIMES	2 TIMES
07	RECALL INTERVAL	5 MINUTES
08	SECURITY SELECTION	SECURITY ON
09	ECM	YES
10	AUTO COVER SHEET	NO
11	MEMORY SCANNING	REDUCE AUTO
12	COPY SCANNING	REDUCE 100%
13	COPY CUT-OFF	CUT-OFF
14	RECEIVE REDUCE	REDUCE AUTO
15	IMAGE MEMORY PRINT	YES
16	CASSETTE SELECTION	AUTO SELECTION
17	CASSETTE CHANGEOVER	YES
18	RETRANSMISSION TIMES	2 TIMES
19	RETRANSMISSION INTERVAL	5 MINUTES
20	HEATER MODE	ALWAYS OFF
21	ANTI-JUNK FAX FUNCTION	OFF
22	ALARM VOLUME	LOW
23	DIAL MODE	TONE
24	QUICK ON-LINE	ON
25	MULTI TTI	OFF
26	BEEP LENGTH	3 SECONDS
27	DEPT. CODE DIGITS	4 DIGITS
28	PBX RECALL	TIME BREAK
29	VERIFICATION STAMP	OFF
30	PC-INTERFACE MODE	OFF
31	RECEIVE MODE	FAX

Program and Group List

The top part of this list shows the programs which have been entered. The bottom part shows the fax numbers which have been stored in each Group Key.



P. 01

PROGRAM / GROUP LIST

05-AUG-97 TUE 16:49

FOR: N.T.BANK 4525559865

PROGRAM

NO.	RESERVED TIME	NAME/TYPE	RESOLUTION	BOX	REMOTE STATION ID NO.
P01	11:11 MON	ABC SEND	(T) STANDARD	FAX NO.: 123	

GROUP

NO.	REMOTE STATION ID NO.
G04	R02

Batch Transmission List

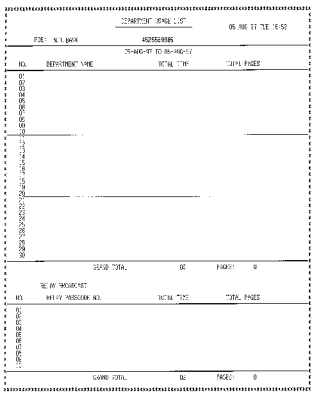
To check the documents which have been stored for batch transmission, you can print out the Batch Transmission List.

```
                                                                    P.01
                          BATCH TX LIST
                                                  05-AUG-97 TUE 16:51

      FOR:  N.T.BANK              4525559865

NO. RESERVED TIME NAME      PAGES REMOTE STATION ID NO.          MNO.  DP
P05 11:11    MON ABC          1  FAX NO.: 1                     MSG001
```

Department Usage List

This list shows total transmission time and pages transmitted (including polling time and pages polled) for each department during the period indicated on the list. The information is only available if Department Control has been activated. The bottom part of the list shows information about relay broadcast operations performed on the request of other fax machines.

- Each time you print out the report, the data is cleared and a new period begins.



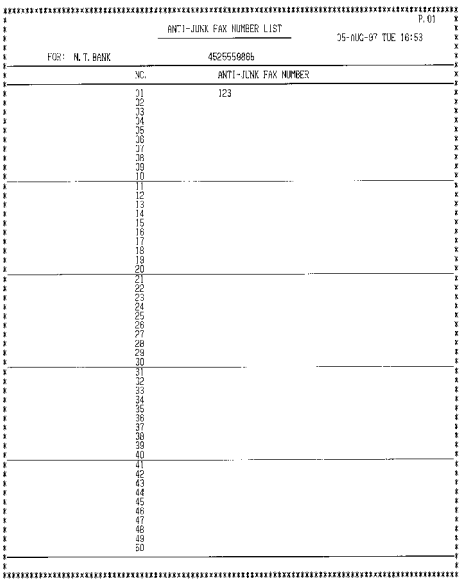
Confidential Reception List

This list shows which mailboxes have received confidential documents and the total number of pages received. Print this out whenever RCVD CONFIDENTIAL RX appears in the display.

```
                                                                    P.01
                     CONFIDENTIAL RECEPTION LIST
                                                  05-AUG-97 TUE 17:32

      FOR:  N.T.BANK              4525559865

        BOX NO.        BOX NAME                    TOTAL PAGES
          00           A                           0
                       TOTAL                       0
```

Anti Junk Number List

This list shows the fax numbers from which reception is not allowed.



P.01

ANTI-JUNK FAX NUMBER LIST

05-AUG-97 TUE 16:53

FOR: M.T. BANK 4525555086

NO.	ANTI-JUNK FAX NUMBER
01	123
02	
03	
04	
05	
06	
07	
08	
09	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
21	
22	
23	
24	
25	
26	
27	
28	
29	
30	
31	
32	
33	
34	
35	
36	
37	
38	
39	
40	
41	
42	
43	
44	
45	
46	
47	
48	
49	
50	

Transaction Report

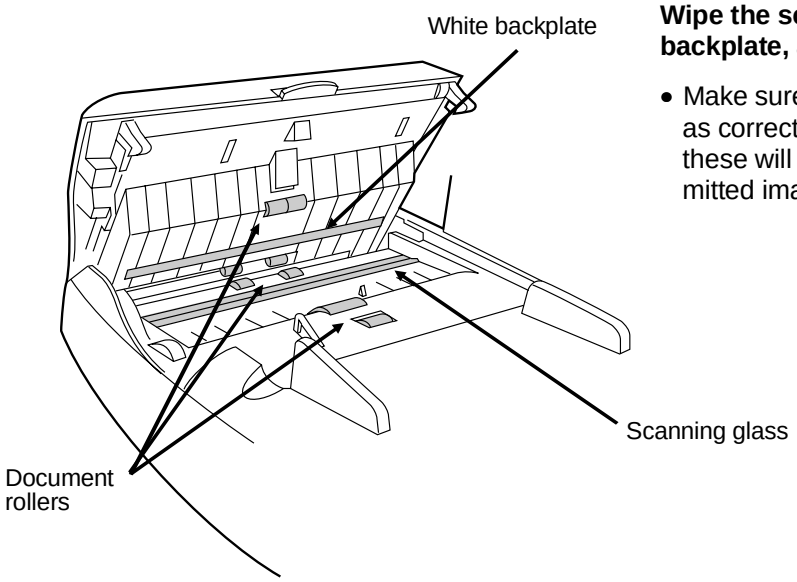
This report is printed out automatically after an operation is completed to allow you to check the result. The fax is set at the factory to print out the report after every transmission, but you can change the setting to have it printed out under a variety of other conditions. This is done by changing Option Setting 5 as described in Chapter 5.

- You can also print out the Transaction Report manually by pressing the **REPORT** key after the operation is completed.
- The same headings appear in the Transaction Report as in the Activity Report. See "Activity Report" in this chapter for an explanation of the headings.
- The top part of the document will also appear below the report if the document was sent from memory. If confidentiality is required, you can stop print-out of the top part of the document by resetting Option Setting 15.

7 MAINTENANCE

Scanning glass and rollers

Clean the reading glass and rollers frequently to ensure the quality of transmitted images and copies. Rotate the received document tray back, open the operation panel by squeezing the operation panel release on the right side of the operation panel (marked "**PULL OPEN**"), and clean the parts as shown below.



Wipe the scanning glass, white backplate, and rollers with a soft cloth.

- Make sure that all dirt and stains (such as correcting fluid) are removed, as these will cause vertical lines on transmitted images and copies.

The housing

Wipe the external parts and surface of the machine with a dry cloth.

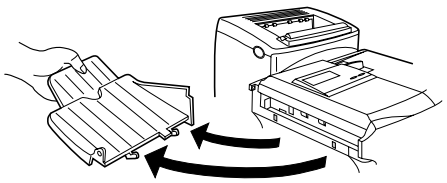
Caution!

- *Do not use benzene or thinner. These solvents may damage or discolour the machine.*

Verification Stamp

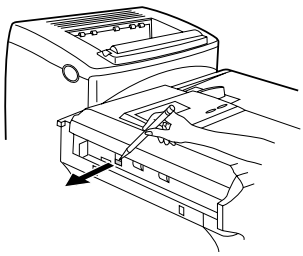
If you are using the verification stamp function, you will need to replace the ink cartridge in the stamp unit when it runs out of ink (when the stamped mark on original documents becomes faint). A new ink cartridge can be obtained from your dealer.

1



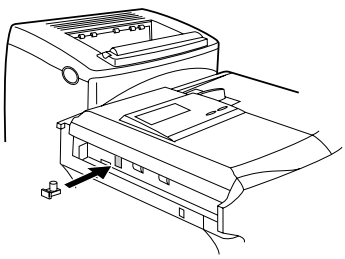
Remove the original document OUT tray.

2



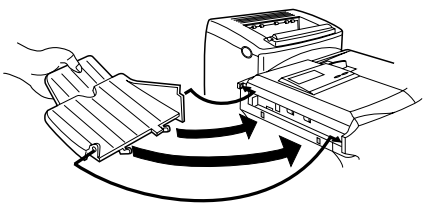
Remove the old ink cartridge from the machine by pressing down and out on the protruding green tab with the tip of a ballpoint pen.

3



Insert the new cartridge into the machine so that the tab on the side is facing out.

4



Replace the original document OUT tray.

8 TROUBLESHOOTING

PROBLEMS AND SOLUTIONS

Problem	Check and remedy
Nothing appears in the display.	• Make sure the power cord is properly plugged into a power outlet. • Make sure the power switch has been switched to the "ON" position. • Connect another electrical appliance to the outlet to confirm that it has power.
The fax does not respond when you press any of its keys.	• If a beep sound is not made when you press the keys, turn off the power and then turn it back on several seconds later.
Automatic document feeding does not work for transmission or copying.	• Check the size and weight of the document (see "Transmittable documents" in Chapter 3).
Dialling cannot be performed.	• Make sure the power is on. • Make sure that the telephone line is properly connected to both the **TEL. LINE** socket and the wall socket. • Make sure that the fax is set to the correct dialling mode for your telephone line. See Option Setting 23 in Chapter 5.
Nothing is printed at the receiving end.	• Make sure that the document for transmission is placed face down in the feeder. • Make sure that the printing paper is properly loaded in the receiving machine.
The power is on, but no transmission takes place.	• Make sure that the receiving machine has printing paper. • If the receiving machine is in manual mode with no attendant, reception will not be possible. • If the receiving machine is not a Sharp model, make sure it is G3 compatible. • Check the display for error messages. • Call the receiving machine by normal (manual) dialling, and confirm its response.
A distorted image is received at the other end.	• Noise on the telephone line may cause distortion. Try sending the document again. • Make a copy of the document on your fax. If the copy is also distorted, your fax may have a problem. If the problem persists, call for service.

The printing paper does not come out.	• The printing paper may be jammed. See "Clearing Jammed Printing Paper" in this chapter. • Make sure that the printing paper is properly loaded in your machine. • Make sure the power is on.
The printing paper comes out blank when you try to receive a document.	• Make sure that the document is loaded properly in the feeder of the transmitting machine. Make a copy to confirm the printing ability of your machine.
The received document is faint.	• Ask the other party to send higher contrast documents. If the contrast is still too low, your fax may have a problem. Make a copy to check it. • The toner cartridge may need replacement.
Received images are distorted.	• Noise on the telephone line may cause distortion. Have the other party try sending the document again. • If the other fax machine also has ECM, make sure this feature is enabled in both faxes (see Option Setting 9 in Chapter 5). • Make a copy of another document on your fax. If the copy is also distorted, your fax may have a problem. If the problem persists, call for service. • The photoconductor drum may be damaged. Try a new drum cartridge.
Dots appear at regular intervals on received documents and copies.	• The photoconductor drum may be damaged. Replace the drum cartridge.
No confidential transmission or relay broadcast occurs.	• Check the message in the display. See the next section, "Display Messages".

MESSAGES AND SIGNALS

Display messages

CHECK XXXX (paper source)	A paper source or combination of paper sources will appear in place of "XXXX". This indicates that the paper source is not properly installed in the machine, or a paper jam has occurred in that source. (Note that "UPPER" indicates the upper cassette and "LOWER" indicates the lower cassette if you have two cassettes.)
CONF REFUSED	A confidential transmission has been denied because you entered an incorrect mailbox number for a machine with mailboxes.
CONF. RX ERROR	Confidential reception was cancelled because the mailbox number specified by the transmitting machine is not programmed in your fax.
COVER OPEN	The operation panel is open. Close it.
DRUM LIFE OVER	The drum cartridge must be replaced.
FAX RCVD IN MEMORY	A fax has been received in memory because the toner cartridge needs replacement, you have run out of printing paper, or the paper is jammed. The fax will automatically print out when the problem is fixed.
FUNCTION MODE	The **FUNCTION** key has been pressed.
LINE ERROR	Transmission or reception was not successful. Press **STOP** to clear the message, and then try again.
MEMORY FULL	The memory is full. See "Dual access" in "Sending Documents" in Chapter 3.
NO CONF. FUNC	Confidential transmission was cancelled because the receiving machine does not have a confidential function, a confidential passcode is not programmed in it, its memory is full, or it is not a Sharp model.
NO PAPER	This message will be followed by one or more of the paper sources in parentheses ("UPPER " indicates the upper cassette and "LOWER" indicates the lower cassette if you have two cassettes), and informs you that those paper sources are out of paper. If no paper source is indicated, all paper sources are out of paper.
NO RELAY FUNC	A relay request has been denied because the other machine does not have a relay broadcast function, its memory is full, or it is not a Sharp machine.

ON HOOK DIAL MODE	The **SPEAKER** key has been pressed and the fax is waiting for you to dial.
PAPER JAM	The printing paper is jammed. See the following section, "Clearing Paper Jams".
RCVD CONF. FAX	A confidential fax has been received in memory. Print it out as explained in "Confidential Operations" in Chapter 4.
RCVD RELAY REQUEST	Your fax machine has received a Relay Broadcast request and is transmitting the requested document to the end receiving machines. See "Relay Broadcast" in "Relay Request" in Chapter 4.
RELAY REFUSED	A relay request has been denied because your fax number has not been entered in the relay machine's list of permitted numbers, an automatic dialling number not stored in the relay machine was specified, or your fax number has not been entered in your machine.
REMOVE ORIGINAL(S)	The original document is jammed. See the following section, "Clearing Paper Jams".
SIZE ERROR	This message will be followed by one of the paper sources in parentheses ("UPPER " indicates the upper cassette and "LOWER" indicates the lower cassette if you have two cassettes), and informs you that the paper loaded in that source is not all the same size.
REPLACE TONER	The toner cartridge must be replaced.

Audible signals

Continuous tone	3 seconds	Indicates the end of transmission, reception, or copying.
Intermittent tone (3 bleeps)	5 seconds (1 second on, 1 second off)	Indicates incomplete transmission, reception, or copying.

CLEARING PAPER JAMS

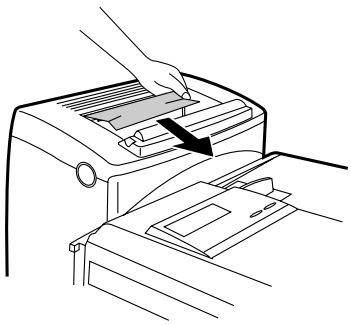
Clearing a jammed document

If a document doesn't feed through the scanner properly during transmission or copying, or DOCUMENT JAM appears in the display, first try pressing the **START** key. If the document doesn't come out of the feeder, open the operation panel by squeezing the operation panel release on the right side of the operation panel (marked "**PULL OPEN**"), and gently pull out document.

Clearing jammed printing paper

If the printing paper jams, PAPER JAM will appear in the display. Follow the steps below to clear the jam.

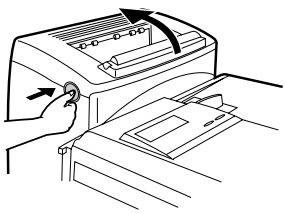
1

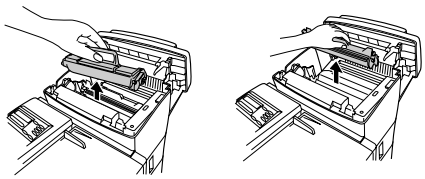


If the leading edge of the document is protruding from the printer compartment outlet, try pulling it out.

- If you are unable to clear the paper jam in this way, continue with the following steps.

2

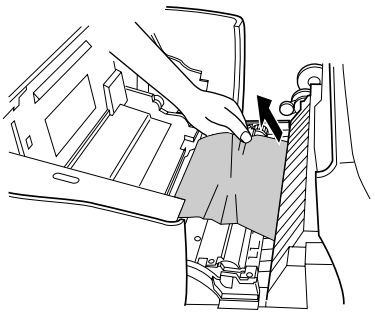




Open the printer cover and remove the toner cartridge and drum cartridge.

- **Caution!** The ribs on the bottom of the inside of the printer cover become very hot during printing. Be careful not to touch them.

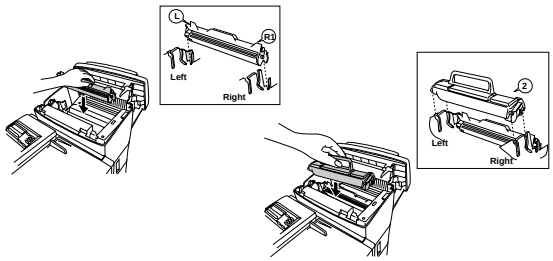
3



Gently pull the paper out of the compartment.

- If the leading edge of the paper has entered the fusing unit, first pull the leading edge out of the fusing unit, then pull the paper out of the compartment.
- Be sure to remove any torn pieces of paper.

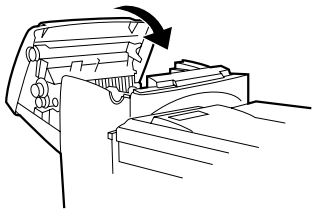
4



Replace the drum cartridge, and then the toner cartridge.

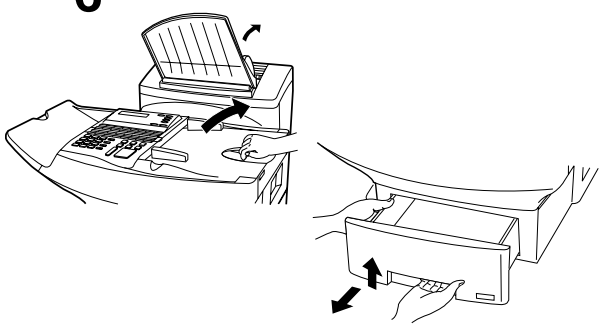
- For detailed instructions, see Steps 5 and 7 in "Installing the Printer Cartridges" in Chapter 1.

5



Close the printer cover.

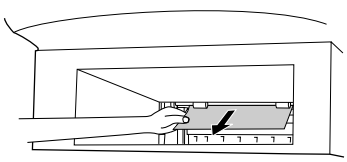
6



If you didn't find any paper in the printer compartment, or if PAPER JAM still appears in the display after you close the printer cover, check each paper cassette and the paper tray.

- To check the paper tray, grasp the hand hold on the original document IN tray and rotate the tray up.

7



Gently pull out any jammed paper you find, and then replace the cassette or close the original document IN tray.

SPECIFICATIONS

Applicable telephone line:	Public switched telephone network / PBX
Compatibility:	ITU-T (CCITT) G3 mode
Configuration:	Half-duplex, desktop transceiver
Compression scheme:	MH, MR, MMR and Sharp special mode
Memory size*:	1 MB (approx. 50 average pages)
Memory option:	1 MB / 2 MB flash memory
Scanning method:	Flat-bed, solid-state CCD
Resolution:	Horizontal: 8 lines/mm Vertical: Standard — 3.85 lines/mm Fine /Halftone— 7.7 lines/mm Super fine — 15.4 lines/mm
Printing density:	Horizontal 16 lines/mm Vertical 15.4 lines/mm
Reception modes:	Auto/Manual switching
Modem speed:	14400 bps with automatic fallback to 12000, 9600, 7200, 4800, or 2400 bps
Transmission time*:	Approx. 6 seconds (Sharp special mode)
Input document size:	Automatic feeding: Width — 148 to 280 mm Length — 128 to 364 mm Manual feeding: Width — 148 to 280 mm Length — 128 to 432 mm
Paper capacity:	650 sheets
Automatic document feeder:	50 documents max.
Effective scanning width:	256 mm
Effective recording width:	203 mm
Copy function:	Single/Multi-copy/Sort-copy (99 copies/page)
Halftone (grey scale):	64 levels
Power requirements:	230 V AC, 50 Hz
Operating environment:	10 - 30°C, 20 to 85% RH
Power consumption:	Stand-by: 11 W Maximum: 550 W
Dimensions:	Width: 351 mm Depth: 582 mm Height: 469 mm
Weight:	Approx. 26 kg

* Based on ITU-T Test Chart #1 at standard resolution in Sharp special mode, excluding time for protocol signals (i.e., ITU-T phase C time only).

As a part of our policy of continuous improvement, SHARP reserves the right to make design and specification changes for product improvement without prior notice. The performance specification figures indicated are nominal values of production units. There may be some deviations from these values in individual units.

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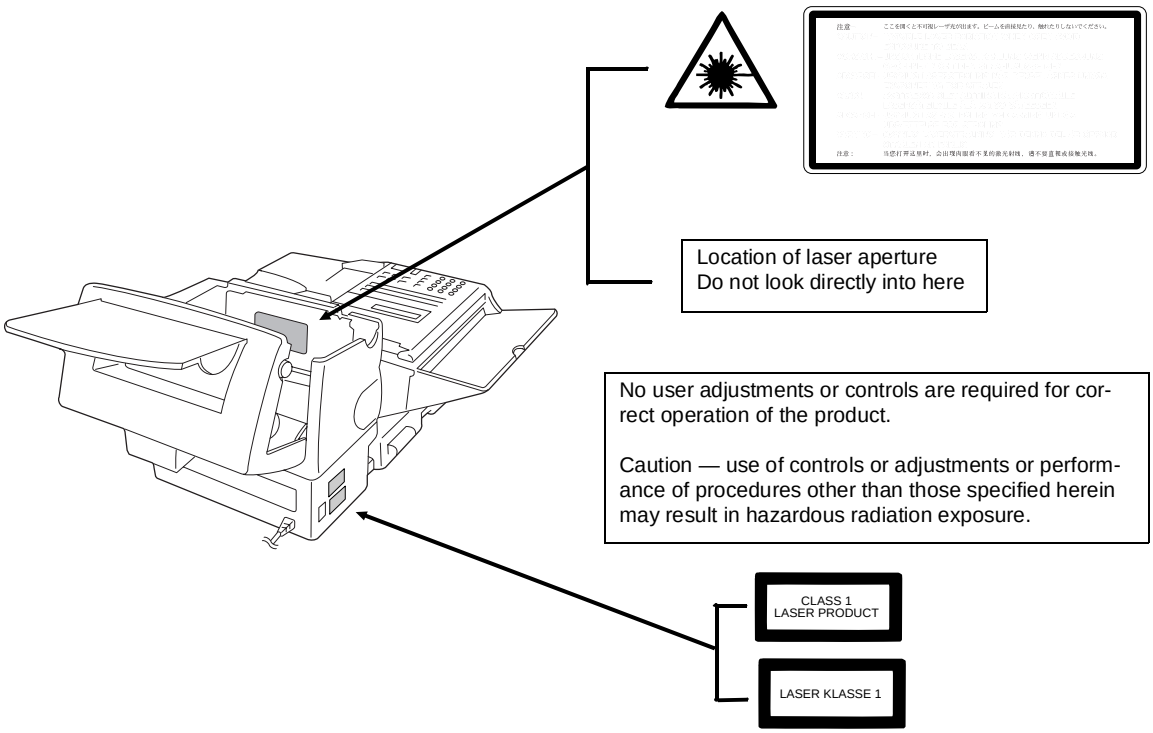
LASER SAFETY INFORMATION

This facsimile contains a Class 1 laser device which complies with EN60825 and therefore does not produce hazardous laser radiation. Details of the laser are as follows.

Caution
This product contains a low power laser device, the operation of which is protected by a safety interlock system. To ensure continued safety, do not remove any cover, defeat the interlock system, or attempt to gain access to the inside of the product. To avoid possible exposure to hazardous laser radiation, never look into the printer compartment with the power switched on and without the consumables installed. Refer all servicing to qualified service personnel.


Location of laser aperture
Do not look directly into here
No user adjustments or controls are required for correct operation of the product.
Caution — use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.
CLASS 1
LASER PRODUCT
LASER KLASSE 1

OUTPUT POWER	:	0.37 mW ± 10%
LASER WAVE - LENGTH	:	770 - 810 nm
PULSE-TIMES	:	49.2 µs

SHARP®

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